



Ellerslie School

EST 1877

"To be the best we can be."



ELLERSLIE SCHOOL ONLINE SAFETY, INFORMATION & USER AGREEMENTS

January 2021

Dear Parents/Guardians/Whanau

This booklet contains detailed information about our **Online Safety Policy, Student User and Permission to Publish Student Work and Images Agreements**. The two agreements have been updated to reflect changes to the tools and technologies commonly used by students at school and home, and our increased use of technology as part of our learning programmes, including our BYOD programme for students in Year 5-8.

We encourage families to read this booklet and discuss it with their child/ren. Page 2 of the booklet contains some useful definitions for terms used in this document.

This document is comprised of four sections:

- Introduction and definitions
- Online Safety Policy
- Information regarding publications of student images & work and student user agreements
- User Agreements (blue pages) to sign and return to school.

Please complete the Student Internet User Agreements (all students), Permission to Publish Student Work and Images Agreement (all students) and return it to school.

Please keep the booklet for future reference.

Nick Butler
Principal

Please note: This Agreement for your child will remain in force as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents/guardians will be advised in writing.

DEFINITIONS

January 2021

Important terms used in this document:

The abbreviation **'ICT'** in this document refers to the term 'Information and Communication Technologies'.

'Cyber safety' or **'Online Safety'** refers to the safe use of the Internet and ICT equipment/devices, including mobile phones/laptops/iPods and iPads.

'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below.

The term **'ICT equipment/devices'** used in this document includes, but is not limited to, computers (such as desktops, laptops, tablets, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as video, digital, webcams, GoPros), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use.

'Objectionable' in this Agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.

'Web 2.0 Tools' is the term given to describe a second generation of the World Wide Web that is focused on the ability for people to collaborate and share information online. It is a series of tools, applications and software e.g. wikis, blogs, that allow teachers and students to share in an online forum. These tools are commonly used in New Zealand schools.

'Online Learning Environments' in this Agreement means a collection of integrated tools enabling the management of the students learning on the World Wide Web.

Please note that when selecting online tools, teachers carefully consider the appropriateness of each tool for the school setting. Considerations include security, possible audience and material or advertising that can be easily accessed from that tool.

ONLINE SAFETY POLICY

January 2021

RATIONALE

Ellerslie School is committed to creating a safe online learning environment, and to the development of our students into capable digital citizens. The Board recognises that its obligations under the National Administration Guidelines (NAG 5) extend to use of the internet and related technologies.

Technology provides significant benefits to learning and school operations. The Board considers the benefits and risks associated with technology use when making any decisions related to the purchase or use of technology.

Ellerslie School seeks to foster a culture of successful digital citizenship in our students, staff and our wider community. We encourage everyone to take responsibility for themselves and others in their use of digital technology and online environments.

The Board is aware that preparing and supporting our students to use digital technology and online environments effectively and safely is an important part of their preparation for participating and contributing in our digital society.

In preparing our students to actively participate in the world in which they live, it is clear that their ability to participate as confident and competent digital citizens is a key skill. An important part of learning the skills, knowledge, and values that are needed, is being given the chance to experience both the opportunities and the challenges presented by technology. Importantly, to do so in a safe, secure and nurturing environment, where clear, effective guidance can be sought.

POLICY

Ellerslie School will develop and maintain procedures around the safe and responsible use of the digital technologies, school's network and systems, and the internet. These online safety procedures will recognise the value of the technology and encourage its use in teaching and learning contexts whilst minimising and managing the challenges that may be experienced by students, teachers and the wider school community.

The school will consult with parents and the wider school community, as to how it intends to use digital technologies and online environments, and where possible explain how it benefits the teaching and learning process.

These procedures will aim to not only maintain a safer school environment, but also aim to address the need of students and other members of the school community for opportunities to receive and participate in education and support around the safe and responsible use of digital technologies and online environments.

AGREEMENTS

All new students will be issued with a User Agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment/devices. The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on or off the school site.

The school will monitor traffic, log-ins, tracking and material sent and received using the school's ICT network. The school will use filtering and/or monitoring software to restrict access to certain sites and data, including email. The school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.

To the Parent/Guardian, please:

1. Read this page carefully to check that you understand your responsibilities under this agreement.
2. Sign the appropriate sections
3. Return the signed agreement to the school office.
4. Keep the rest of the booklet (white pages) for future reference, as well as the signed agreement pages which the school will provide.

I understand that Ellerslie School will:

- Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment/devices at school, or at school-related activities.
- Register my child/ren with Google to ensure they can take advantage of the Google Apps for Education (GAFE) suite. This means that my child will be issued with a gmail email address to use for school purposes. Under GAFE their information will not be stored.
- Work progressively with children and their families to encourage and develop an understanding of the importance of cyber safety through education designed to complement and support the User Agreement initiative. This includes providing children with strategies to keep themselves safe in Cyberspace.
- Keep a copy of this signed User Agreement on file.
- Respond to any breaches in an appropriate manner.
- Welcome enquiries from parents/guardians or students about cyber safety issues.

My responsibilities include:

- Reading this Cyber Safety Agreement document.
- Discussing the information with my child and explaining why it is important.
- Returning the signed Agreement to the school.
- Supporting the school's cyber safety programme by encouraging my child to follow the cyber safety rules, and to always ask the teacher if they are unsure about any use of ICT.
- Contacting the Deputy Principals or class teachers to discuss any questions I might have about cyber safety and/or this User Agreement, at any time.

Additional information can be found on the NetSafe website, www.netsafe.org.nz

PUBLICATION OF STUDENT IMAGES & WORK INFORMATION

January 2021

Purposes of publishing

The school uses a range of learning technologies to enhance and communicate student learning. These include email, printed newsletters, the Internet, Facebook (planning underway) and the Ellerslie Business Magazine.

There are three main reasons the school publishes student material:

- to educate the student in accordance with the National Curriculum, including on the role and use of technology in society;
- to encourage the student to be part of and participate in a range of communities; local, national and worldwide;
- to provide a safe environment in which to teach Internet etiquette and safety around the publishing of work and images;
- to promote the school in the wider community.

Privacy and online publishing

Parents/guardians and students should be aware that the school cannot control who has access to the information published on its website or the other online forums, such as Facebook, class blogs or websites. The audience is potentially worldwide. In recognition of this, the school takes steps (as outlined in this document) to safeguard the privacy of the students and to comply with the Privacy Act 1993.

Copyright and online publishing

The school would like to publish original material that students create at school, including artwork, such as drawings and paintings, as well as stories, poems, and digital creations such as slideshows, movies and music. Original material created by students attracts protection under the Copyright Act 1994. The students own the copyright of their own artistic and literary works.

Places we may publish

We regularly publish on the school's website (www.ellerslie.school.nz). This may include examples of students' schoolwork and images of individuals and groups of students involved in activities at the school, or when representing the school. Images of students may include scanned, digital, or video images. School newsletters, which include photographs and student names (FIRST NAMES ONLY) are also available via the school website. Ellerslie School currently has a Facebook page where photographs, videos and student works are often uploaded. Class blogs and class websites are also used to showcase and facilitate student learning, and can include student work, images, video and audio footage.

Permission sought by the school

The permission the school seeks is:

- authorisation to publish the student's personal image or work online as required by the Privacy Act, and
- a licence to publish any copyright work of the student online.

Enquiries

The school welcomes any enquiry from parents/guardians or students about the operation of this policy and has a designated privacy officer to discuss enquiries about students' privacy. The school's privacy officer is: Nick Butler, Deputy Principal, Ph 09 579 5477.

Disputes

The school has a procedure to resolve complaints or other disputes. If you do not want your child's work or image to be published please notify the school office in writing or email office@ellerslie.school.nz.

STUDENT INTERNET USER AGREEMENT INFORMATION

January 2021

OVERVIEW

Digital technologies are tools that can help us learn at school in all sorts of ways. Some of these ways include looking at interesting things online, talking to people, creating music and media, gathering new ideas, and learning how to use tools. When we use digital technologies and online spaces it's important that we learn ways to keep ourselves safe, and that we make positive choices in ways we behave when we are online. At Ellerslie School we call this being a 'digital citizen' and good digital citizens help to make our school a safe and positive place for everyone.

This agreement shares what Ellerslie School does to help make learning online safe, and what we need to do. We know it is not always easy to understand everything about online spaces. It can be complicated at times, and some things can go wrong. This is why it's important that we commit to making it as safe as possible to use digital tools and online spaces for learning.

THE SCHOOL'S ROLE

This section outlines the school's approach to digital technology and online safety.

Ellerslie School supports you by helping you learn in the best ways we can, and keeping you safe at school whether you are online or offline. We will do this by:

- making everybody aware of their responsibilities
- planning times in the terms to learn about positive online behaviours and ways to keep safe
- overseeing students' use of school's digital devices and online spaces
- offering access to the internet and online platforms
- using filtering software to protect everybody
- helping students who need support to deal with online problems even if these happen outside of school hours
- keeping safe the personal information the school collects about you
- protecting your rights to a safe and positive online environment
- providing opportunities to use digital technologies in the learning at school
- having a plan to help you when something serious or illegal happens that involves digital technology or online spaces. This might include getting in touch with the Police or Netsafe.

YOUR RESPONSIBILITIES

This section outlines what Ellerslie School considers appropriate behaviour for digital technology use in school and as a member of the school community.

As a student of Ellerslie School and also part of our community, we ask you to help make our school a place that is safe, friendly, and fair. This means taking our school values and acting on these whether you're online, or offline, and help to make our school a positive place to learn, connect and play. This is being a 'digital citizen'. As a digital citizen, you will:

- **Keep it kind.** Think about others online and talk or share in respectful ways.
- **Keep it to yourself.** Keep passwords and information about yourself and other people private and offline as it can be easily shared, viewed, screenshot, or changed by others to mean different things. Nothing is private online.
- **Keep it careful.** Because things you do or say online can be seen by others, be careful to share the things you can feel proud of, or would be happy sharing with someone face to face.
- **Keep it positive.** Always respect others online and communicate in a positive, respectful way.
- **Post with caution.** Anything you post or do online can influence what people think of you. Put your best foot forward online.
- **Don't believe everything you see.** Always think carefully about the information you see online – not everything is true. If you are unsure of something talk to a teacher.

- **Avoid online bullying.** Creating or forwarding content that is harmful or hurtful towards someone else is not okay at any time. Sending multiple messages to somebody who doesn't want them is also considered online bullying and is never okay.
- **Be security smart.** Keep personal information secure by using strong passwords and not sharing them with other students. Always log out of a site, or device. Get permission before downloading software to the school network or connecting new devices.
- **Respect others' rights.** Always ask first if you need to use someone else's device, online sites, and their image, ideas, creations or work that's stored online.
- **Recognise other's work.** When we use or take others' work or ideas from the internet, we need to make sure we copy or use these in ways that are okay because there are rules about this. Your teacher will help you to use things you find online in the right ways.
- **Use personal devices sensibly.** Keep your device(s) on silent during school hours and only use it outside of class time unless you have been given permission to use it during lessons.
- **Seek help.** Sometimes you or someone you know will feel unsafe or come across bad or hurtful content online. If this happens talk to a trusted adult about what can be done.

ONLINE INCIDENTS

This section outlines how students can seek support and assistance if they encounter any online concerns

Despite the good things technology offers and people's best intentions, sometimes things will go wrong. Sometimes these things are on purpose, and sometimes they are accidents. Ellerslie School will support you if something goes wrong online.

Online bullying - Online bullying is not accepted at our school. If you or somebody else is being bullied or criticised online, report it. Keep the content so we can investigate it. Stop any further contact with the person who is bullying. You can report to your teachers for help. It's important to think about sharing what's happened with a trusted adult like a parent, a member of your whānau, or someone else who looks after you.

Report a problem - We need your help to keep our school safe. If you see something on the school systems that you don't think should be there, we need you to report it as soon as you can to your Pod Teachers. This is really helpful and important, so that the school can find out what the problem is and fix it as soon as possible, and help those who might need it.

Online safety support - Netsafe is our New Zealand online safety organisation that is able to help when things go wrong online, when we have problems with content or negative things that others are doing online. They provide free, private advice for you and your family seven days a week for all online safety challenges. They can be contacted on 0508 638723 or online at netsafe.org.nz

PUBLICATION OF STUDENT IMAGES & WORK AGREEMENT

January 2021

Parents / Guardians / Whanau are required to sign the Publication of Student Images and Work Agreement. By signing this agreement parents / guardians / whanau acknowledge they have read Publication of Student Images and Work Information.

Permission sought by the school

The permission the school seeks is:

- authorisation to publish the student's personal image or work online as required by the Privacy Act, and
- a licence to publish any copyright work of the student online.

Enquiries

The school welcomes any enquiry from parents/guardians or students about the operation of this policy and has a designated privacy officer to discuss enquiries about students' privacy. The school's privacy officer is: Nick Butler, Deputy Principal, Ph 09 579 5477.

Disputes

The school has a procedure to resolve complaints or other disputes. If you do not want your child's work or image to be published please notify the school office in writing or email office@ellerslie.school.nz.

Student's Name: _____

(Please circle 1 option)

I do / do not give permission for my child's **work** to be published online in accordance with the "Publication of Student Images and Work" Agreement above.

(Please circle 1 option)

I do / do not give permission for my child's **image** to be published online in accordance with the "Publication of Student Images and Work" Agreement above.

Parent/guardian's Name: _____ Signature: _____

Date: _____

STUDENT INTERNET USER AGREEMENT - Years 1-4

January 2021

Parents / Guardians / Whanau are required to sign the Student Internet User Agreement - Year 1-4. By signing this agreement parents / guardians / whanau acknowledge they have read the Years 1-4 Student Internet User Information.

STUDENT STATEMENT - *(This section needs to be completed and signed by students)*

I know about the ways I should use digital devices and online spaces at school for learning.

I know that I should be kind, careful and responsible when I use devices, and when I go online, and this is the same for the devices that school owns, or if it is my own device that I bring to school.

I know that if I behave in ways that are not safe online, or kind or responsible, that this is not okay at Ellerslie School. There may be some actions that my school might have to take, such as not being able to use school devices or devices I bring from home to school.

I understand and agree to use digital technology and the internet at school safely and for learning, whether it is on a school device or one I have brought from home.

Student Sign: _____ Student's Name _____ Date _____

PARENT/ WHĀNAU/ GUARDIAN DECLARATION - *(To be completed and signed by Parents / Whanau/ Guardians)*

I know that if my child makes choices or behaves in ways that don't align with this Student User Agreement there may be consequences or outcomes that the school will talk about with me.

Parent/Guardian Sign: _____ Name _____ Date _____

STUDENT INTERNET USER AGREEMENT - Years 5-8

Parents / Guardians / Whanau are required to sign the Student Internet User Agreement - Years 5-8. By signing this agreement parents / guardians / whanau acknowledge they have read the Year 5-8 Student Internet User Information.

STUDENT STATEMENT - *(to be completed and signed by students)*

I know about the ways I should use digital devices and online spaces at school for learning.

I have read, understand and agree to BYOD Chromebook rules

I know that I should be kind, careful and responsible when I use devices, and when I go online, and this is the same for the devices that school owns, or if it is my own device that I bring to school.

I know that if I behave in ways that are not safe online, or kind or responsible, that this is not okay at Ellerslie School. There may be some actions that my school might have to take, such as not being able to use the school device or a device I have brought from home.

I understand and agree to use digital technology and the internet at school safely and for learning, whether it is on a school device or one I have brought from home.

Student Sign: _____ Student's Name _____ Date _____

PARENT/ WHĀNAU/ GUARDIAN DECLARATION - *(to be completed and signed by Parents / Whanau/ Guardians)*

I know that if my child makes choices or behaves in ways that don't align with this Student User Agreement there may be consequences or outcomes that the school will talk about with me. I have read, understand and agree to BYOD Chromebook rules my child is required to adhere to.

Parent/Guardian Sign: _____ Name _____ Date _____

PARENT/GUARDIAN/WHANAU ONLINE SAFETY AND INFORMATION PERMISSION

January 2021

Please read the Ellerslie School Online Safety, Information and User Agreements.

Name of child: _____ Guardian Group: _____

1. I have read the 2021 online safety information and I am aware of the school's initiatives to maintain a safe online learning environment, including my child's responsibilities.
2. I have read **Publication of Student Images and Work** information. I understand that my child's work and image may appear on the school website, Facebook page, blogs and newsletters unless I notify the school otherwise on the Agreement or by emailing office@ellerslie.school.nz. Note: We only ever publish the first names of students, never surnames.
3. I give permission for my child to be registered by Ellerslie School with Google as outlined in the Online Safety Policy.
4. I understand that any digital equipment brought to school is at my risk, and should loss or damage occur, it is my responsibility to repair or replace.
5. I have read through and discussed the Student User Agreement with my child, and we understand and agree to its terms. This may include the separate Bring Your Own Device (BYOD) User Information and Agreement (for students in Years 5-8).

Name of parent/guardian: _____

Parent/guardian's signature: _____

Date: _____