

# Lincoln High School Student Digital Use Agreement

This agreement is for students to read through with their parent, whānau or guardian about the safe and responsible use of digital technology at Lincoln High School. We require the signature of the student and a parent, whānau or guardian to show you have understood and agree to all sections. If you have any questions, please contact the school.

## Student Digital Use Agreement Overview

Digital technology creates opportunities to learn and connect our school community. Lincoln High School believes in using a digital citizenship model to support safe, responsible, and ethical use of digital technology and online spaces to make our online environment a positive place for everyone.

This agreement outlines Lincoln High School's role in promoting the use of digital technology and online spaces for learning and supporting online safety approaches. It also outlines the expectations and responsibilities of students as a member of our online community. It will also be used alongside the Harmful Digital Communications Act 2015 to support discipline processes when necessary.

### Harmful Digital Communications Act 2015

The Harmful Digital Communications Act (HDCA) was passed in 2015 to help people dealing with serious or repeated harmful digital communications. It lays out 10 communication principles that guide how to communicate online that all people in NZ must follow.

A digital communication should not:

1. disclose sensitive personal facts about an individual
2. be threatening, intimidating, or menacing
3. be grossly offensive to a reasonable person in the position of the affected individual
4. be indecent or obscene
5. be used to harass an individual
6. make a false allegation
7. contain a matter that is published in breach of confidence
8. incite or encourage anyone to send a message to an individual for the purpose of causing harm to the individual
9. incite or encourage an individual to commit suicide
10. denigrate an individual by reason of colour, race, ethnic or national origins, religion, gender, sexual orientation, or disability

## Lincoln High School's Responsibilities

Lincoln High School recognises a student's right to receive a high-quality education in a safe online and offline environment. We will do this by:

- teaching a curriculum that promotes positive online safety behaviours
- overseeing students' use of the school's digital devices and platforms
- offering access to the internet and online services that is not unreasonably restricted
- using advanced filtering software to minimise access to inappropriate online content
- supporting students who need help dealing with online incidents

## Student Responsibilities

As a student at Lincoln High School and a member of our local community it is expected that you will contribute positively towards making our school safe, respectful, and fair online and offline. Your online behaviour must reflect our school Tikanga so that you are a safe and responsible digital citizen.

As a safe and responsible digital citizen...

### Let's be kind

- ☐ 1. I will always respect others online and communicate in a positive way which means never creating or posting content that is indecent, threatening, or offensive.
- ☐ 2. I will not create or forward any content including screenshots that are harmful, inappropriate or harass people by sending multiple messages as it is never ok at any time.
- ☐ 3. Kia Whakamana; I will be respectful of the rights of others and only record or share content (video, photo, audio etc) if the people in it know it has been taken and have given their consent and not share any digital material that harms anyone, even if it is meant as a joke.

### Let's be safe

- ☐ 4. I will only ever use my username and password provided by Lincoln High School to log in and will not allow others to use my username. I will not share my password with anyone and will make sure it is strong and secure.
- ☐ 5. I will protect privacy by never giving away sensitive information about myself or another person online.

### Let's be careful

- ☐ 6. I will not post personal information on social media. Personal information could include full name, address, email address, phone numbers, photos, and videos.
- ☐ 7. I will not interfere with the school's ICT systems, digital technologies, equipment, network, or the online security of another person.

### Let's be real

- ☐ 8. I understand that anything that is posted online about me can influence what people think about me. It could have a negative effect on me in the future (job prospects etc.)
- ☐ 9. I will always think carefully and critically about all information I see online to assess whether it is true.

### Let's be honest

- ☐ 10. I will not install any commercial software or shareware onto school computers or the network including games unless this has been authorised by a teacher.
- ☐ 11. I will not attempt to get around or bypass security, monitoring and filtering that is in place at Lincoln High School such as the use of VPN's or proxies.
- ☐ 12. I understand that I must not download any files such as music, videos, games, or programs without the permission of a teacher. This ensures that the school complies with the Copyright Act 1994. Individuals that breach this act can be charged.
- ☐ 13. I understand that the school may monitor traffic and material sent and received using the school's network.

### Let's be fair

- ☐ 14. I will always acknowledge and give credit to others work by following copyright and intellectual property requirements and attribute ownership to images, text, video, and audio etc. appropriately.

### Let's be responsible

- ☐ 15. I will use all personal digital devices sensibly (phones, laptops etc.) I will always follow the school cell phone procedures.
- ☐ 16. I will not attempt to access any inappropriate e.g. age restricted or objectionable material on any device at school.
- ☐ 17. I understand that any gaming must only occur when approved by a teacher.
- ☐ 18. I will follow our school tikanga; Kia Whakamana (let's be respectful) for all ICT systems at Lincoln High School and treat all equipment and devices with care including...
  - a. Not disrupting the smooth running of the school's ICT systems
  - b. Not gaining unauthorised access to any system

## Let's be clear

- ☐ 19. I understand that If I break any of the rules in this agreement then Lincoln High School may inform my parent, whānau or guardian. In serious cases the school may take disciplinary actions against me.
- ☐ 20. I understand that my family may be charged for any repair costs.
- ☐ 21. If any illegal material or activities are involved, then it may be necessary for the school to inform the police.
- ☐ 22. I understand that these rules apply to all school and personally owned devices (such as laptops, mobile phones, smart watches, USB drives, hard drives etc) being used at school or a school related activity.
- ☐ 23. I will report all online incidents or if I suspect something is happening, immediately to a teacher, dean, or head of level. Once the school is made aware of a problem, they will work with you to resolve it. If you accidentally access inappropriate e.g. age restricted or objectionable material, you will:
  - not show others
  - report the incident to a teacher immediately.

## Using our online learning tool – Microsoft Teams

All students and staff using the Lincoln High School Microsoft Teams on Office 365 must observe the following

### Chat and Messages

1. All Teams or Chat groups created by students should use a name that clearly identifies the use/purpose of the Team and must not include any inappropriate, offensive, or hateful words or any code words that represent these things.
2. All Chat messages and posts must not include any inappropriate, offensive, or unkind comments including through emojis and/or images.
3. When messaging staff outside school hours, don't expect a response until the next school day.

### Video and Images

4. All videos and images must adhere to Lincoln High School's Digital Use Agreement and any files shared with others must be relevant to the learning task.
5. The sharing of still images, filmed images or audio of staff, visitors or other students without their permission is strictly forbidden.

### Best Practice

6. Staff and students should endeavour to use Stream to upload and share videos within the school environment.
7. Students must not interfere with other students work without their permission, whether it is submitted on Teams or in a shared collaboration space.
8. When working collaboratively students will work in a respectful and helpful manner, following instructions carefully.
9. When submitting academic work, students must adhere to the usual standard of academic honesty and not plagiarise, including not copying work off the internet and submitting it as their own, or submitting work without referencing co-authors if it was generated collaboratively.

### Online Meetings

10. Students should only be permitted to join a Teams video call meeting as an attendee.
11. Video calls should occur in an appropriate room e.g. lounge, study, classroom and/or make use of the default backgrounds.
12. Students should only be permitted to join meetings once a staff member is present and staff need to ensure the meeting is ended before they leave.
13. Only staff are permitted to record online/class meetings.

### Files

14. Any files that are uploaded or stored on the Teams system must adhere to the Lincoln High School procedures, be for academic purposes and not infringe on copyright requirements.

## Student Declaration

- ☐ I have read through this agreement at school and with my parent, whānau or guardian and I am aware of the expectations, behaviours and values required of me when I use any digital technologies at school, any online tools or platforms I use and the school's systems and network. I understand that these apply to all devices used at school whether they are school or personally owned.
- ☐ I understand that I have the right to use and experience online environment and digital technologies in safe and positive ways and that others do too.
- ☐ I understand and agree to support and uphold all the expectations and responsibilities in this agreement.
- ☐ I know that if my actions and behaviours do not align with the Digital Use Agreement there may be consequences. This may include the loss of access to the internet on school or personally owned devices.

Signed \_\_\_\_\_ Full Name \_\_\_\_\_

Date \_\_\_\_\_

## Parent, Whānau or Caregiver Declaration

- ☐ I understand that if my student behaves or acts in any way that does not align with the responsibilities detailed in the Digital Use Agreement that there may be consequences which the school will talk to me about

Signed \_\_\_\_\_ Full Name \_\_\_\_\_

Date \_\_\_\_\_

## How to seek support and assistance

Despite the advantage's technology offers and people's best intentions, sometimes there will be challenges and risks within an online community – either accidentally or on purpose. Lincoln High School is committed to supporting you if something goes wrong online.

**Online bullying.** Incidents of online bullying or harm will not be tolerated at our school. If you or somebody else is being bullied or harmed online, it's never okay at any time. This type of harm doesn't usually just go away. It's important to keep the evidence of what is happening to you or someone you know so this can be investigated. Don't put yourself at further risk by continuing any contact with the person or people who are bullying online or creating harmful or hurtful content. It's very important to let someone at school such as a teacher, your dean or your head of level know what's happening so you can get the right help and support you need. You should also consider talking to a trusted adult like your parent, your whānau or guardian for support.

**Online safety support.** Netsafe is an online safety organisation that is also available to help. They provide free confidential advice seven days a week for all online safety challenges. They can be contacted on 0508 638723 or online at [netsafe.org.nz](https://www.netsafe.org.nz)