



Palmerston North Girls' High School

Student Responsible Use Agreement 2013

Name: _____ Form Class: _____

When using information & communications technologies (ICT) at Palmerston North Girls' High School I will always be a good digital citizen. This means that:

Student
Initials

I will help others to become better digital citizens.

Being a good digital citizen is something that we all have to work at. If I know that my friends are having problems online, I will try to help them. If I see that someone is being unfairly treated online then I will speak up rather than just watch it happen.

I will always communicate with others in positive, meaningful ways when using ICT.

I will always talk politely and with respect to people online. I know that it is possible to bully, hurt or offend people with what I say and do on the Internet. I will think about the effect that my actions have on other people.

I will be honest and fair in all of my actions using ICT.

I will never do anything online that I know will hurt anyone. I will make sure what I do is not against the law. I will make sure that my actions don't break the rules of the websites or networks that I use. When I am not sure about what I am doing I will ask for help.

I will always respect people's privacy and freedom of speech online.

I understand that some information is private. I will be careful when using full names, birthdays, addresses and photos of other people and of myself. I will take reasonable steps to keep my passwords secure. I also know that I will not always agree with what people say online but that does not mean that I can stop them or use it as an excuse to be unkind to them.

I will be able to speak the language of digital technologies.

When people talk online the things they say can be quite different from a conversation they might have if they were sitting next to each other. I know that I must try to understand what people are saying before I react to them. If I am not sure, I can ask them or someone else to explain.

I understand that I may experience problems when I use technology and that I will learn to deal with them.

I understand that there will be times when technology may not work as I expected it to, or that people may be mean or unkind to me online. When these things happen, I know that there are acceptable and appropriate ways I can deal with it. I also know there are people I can go to, to get help if I don't know what to do next.

I will take steps to protect my privacy and dignity.

I understand that material I share or access on the internet or by phone could be distributed by others or seen by a wide audience. I will endeavour to learn about and use the privacy settings on social media sites I use, and choose carefully the material I share with others.

Student Declaration

Student
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I understand that these guidelines for responsible use are to be followed when using any digital technology while at school or away on any school activity.

I am aware that this may include the use of a device that the school does not own.

I understand that it is every individual's responsibility to ensure that when using ICT their actions are within the law.

This includes research, communications, use of social media, file sharing and any other activity carried out in the context of learning.

Everyone at Palmerston North Girls' High School must comply with New Zealand copyright law as laid out in the Copyright Act 1994.

Some parts of the law, such as the Infringing File Sharing Amendment 2011, make the school accountable for copyright infringements recorded as taking place using the school internet connection. The school may pass on any costs associated with copyright infringements to those responsible.

I understand that Palmerston North Girls' High School will provide me with an email address in the form of studentname@pnghs.school.nz.

I am aware that my actions and use of this address reflects on the school in the same way as my actions reflect on the school when I wear my school uniform. Accordingly, I will ensure my use of this email address is appropriate.

I understand that if I breach this responsible use agreement, I may lose access to school ICT services including the use of the internet, on school owned devices or any personally owned device used at school.

I understand that depending on the nature of the breach, other disciplinary consequences may also be incurred through the normal school discipline system.

Signed

Name

Date / /



Palmerston North Girls' High School

Responsible Use Agreement 2013

Parent Declaration

I have read the student declaration and have talked with my daughter about what it means to her.

I am happy that my daughter understands what this means, and that she is capable of working within the guidelines.

I understand that digital technologies need to be used responsibly, and that both the school and parents have a major role to play in teaching this responsibility.

Palmerston North Girls' High School defines a digital citizen as someone who;

- contributes and actively promotes the values of digital citizenship
- uses ICT to relate to others in positive, meaningful ways
- demonstrates honesty and integrity in the use of ICT
- respects the concepts of privacy and freedom of speech on a digital world
- is literate in the language, symbols and texts of digital technologies
- is aware of ICT challenges and demonstrates resilience when managing them effectively

I understand that a copy of the student Responsible Use Policy and the Parent Declaration is available online through the school website (www.pnghs.school.nz)

I understand that the school provides access to the internet and other communications technologies because it believes that they enhance the teaching and learning process.

I understand that the school and parents work in partnership to encourage responsible behaviour when using technology to help protect students from experiencing harm.

I am aware that this "Responsible Use Agreement" is part of that, and that it encourages students to consider how their actions can affect themselves and those around them.

I am aware that students can experience challenges when using technology, but that the school and parents should make every effort to support students to manage those challenges effectively.

I understand that by learning to deal with them in a safe environment with the appropriate support they will be better prepared to deal with those challenges in the future.

If I have any questions or concerns about the way in which technology is being used by my daughter or other PNGHS students, I will contact the school to discuss this.

I know I am welcome to do this at any time

I understand the responsible use guidelines provided to my daughter cover school-owned technology, and any technology used while at school or on a school-related activity.

I understand that this may include the use of devices not owned by the school. The school may choose to monitor how technology is being used.

Parent
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Please initial this page to show you have read and understand the guidelines provided.

I understand that my daughter is expected to comply with New Zealand copyright law as laid out in the Copyright Act 1994.

Some parts of the law, such as the Infringing File Sharing Amendment 2011, make the school accountable for copyright infringements taking place using the school internet connection. The school may pass on to those responsible any costs associated with the copyright breach.

I understand that it is my daughter's responsibility to ensure that when using ICT her actions are within the law.

This includes research, communications, use of social media, file sharing and any other activity carried out in the context of learning.

I understand my daughter will be provided with an email address in the form of studentname@pnghs.school.nz and is expected to use this responsibly.

I understand breaches of this user agreement may result in a loss of access to school ICT services or the use of the internet.

Depending on the nature of the breach, other disciplinary procedures may also be followed.

Signed

Name

Parent or Guardian of **Form Class**.....

Date/...../.....

Parent email address.....

This email address may be used for communications from the school, but will be treated confidentially and not passed on to any third party.