



## Responsible User Agreement 2022

Manurewa East School believes in a Digital Citizenship model for supporting safe and responsible use on the internet in teaching and learning. As a safe and responsible user of ICT, I will keep myself and others safe by following these rules of being a Digital Citizen.

### I WILL:

- Understand that if I break any of these rules, I will be removed from using a device and internet access at school
- Understand that I can only use a device or be on the internet if a teacher has given me permission
- Use ICT only when I have returned my signed Responsible User Agreement
- Work through Digital Citizenship and Cyber Safety in my class so that I know how to be safe and responsible online
- Only log into my account on a device using my email and password given to me by a teacher
- Not tell anyone my password or let them use my account, as I am responsible for my account. If someone does find out my password I will report to the principal immediately
- ONLY use the internet for my own learning and ensure my teacher is aware of what I am doing online (NO Fortnite, Facebook, Twitter etc)
- Let a teacher know immediately if I have accidentally come across inappropriate material online and will NOT show others first
- Always use ICT to communicate with others in positive ways and I understand that it is MY responsibility to tell a teacher straight away if someone is not. (No cyberbullying and mean comments about other people will be tolerated at all, even if it is meant as a joke)
- Always respect people's privacy online (only take and share or upload photos with permission from the person and teacher)
- Ensure that my screen needs to be seen by the teacher at all times
- Save and store my work appropriately using Google Drive (I will be shown how to do this by my teacher)
- Only access and make changes or edit others' work that I have been given permission to do so by a teacher
- Treat ALL ICT equipment with respect. I will let a teacher know if something is not working or broken immediately
- Walk sensibly and hold the device with both hands, when moving with a device, (do NOT run with any device in your hands)
- Understand that Manurewa East School has the right to check all activity at any given time. The principal can search through all files or emails sent and received from the account that has been given to me
- Help others to become a better DC and keep; a 'clean' digital footprint, as things that you put online stay on the web for anyone to see forever!

### I WILL NOT:

- Eat food or drink near any device
- Delete any history or data from any device
- Take photos of other people unless they have given me their permission, this includes uploading, sharing and sending photos online
- Create my own profile or account online
- Sign up for facebook, Instagram, twitter ... etc ... until I am the legal age of 13
- Hack or change any Websites or Apps
- Access inappropriate, violent or age restricted material only (this includes YouTube videos and online games)
- Download anything without permission from a teacher (this includes opening, accepting or clicking on any 'pop-up Ads')

# I am a Digital Citizen!

When I'm at school,  
I will use my  
**PERSONAL DEVICE**  
for **EDUCATIONAL**  
**PURPOSES** only.

\*I will only use the  
assigned WiFi network  
when I'm at school.

\*I will keep my device  
safe and secure at all  
times.

I listen to my **GUT!**  
I make sure that I am  
**SAFE & APPROPRIATE**  
when I am online.

\*I will visit appropriate  
websites that promote  
learning and are for  
educational purposes.

\*I will follow Copyright Laws,  
and will remember to cite the  
sources I use for all my  
projects.



I listen to my **HEAD!**  
I will protect my  
**PRIVATE INFO** and the  
information of others.

\*I will log out, and not share  
my login or password with  
others.

I listen to my **HEART!**  
I **RESPECT** myself and  
others when I am  
online. I use kind  
words, and remember  
that my "digital  
footprint" should not  
harm others.

I **STAND UP** and say  
"No!" to  
**CYBERBULLYING**.  
I will tell an adult if  
someone is being  
unkind or harmful.

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If I cannot agree to act responsibly and respectfully, or do things to cause harm to people or ICT equipment, then I understand that I will be removed from any use on a device or access at school and I may have to pay a fee.

## Student and Parent Agreement

Student

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Class: \_\_\_\_\_

Parent

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Class: \_\_\_\_\_