Caring | Creative | Critical | Connected E=4C

ACHIEVING EXCELLENCE
AS A COMMUNITY OF
LIFE-LONG LEARNERS

ORANGA
SCHOOL

Cybersafety and Digital Citizenship Agreement

Digital devices like iPads and computers are tools that can help us learn at school in all sorts of ways. We can look at interesting things online, talk to people, create new ideas, and learn how to do different things on apps and websites.

When we use digital tools, we need to learn how to keep ourselves safe, and make good choices in ways we behave when we are online. At Oranga School we call this being a 'digital citizen'. Good 'digital citizens' help to make our school a safe and positive place for everyone.

This agreement shares what Oranga School does to help make learning online safe, and what we need to do. It is not always easy to understand everything about online spaces, because there are so many things to use and explore, and that's why it's important that we all try to make it as safe as possible.

Year 1 and Year 2 teachers will do this by:
- helping you to know how to be an awesome 'digital citizen'
- helping you to know what you need to do to keep safe online
- helping you to know what to do if it you are worried or upset by anything or anyone online
- making sure we have learning times at school where you can find out more about keeping safe online and safe ways to use your device or computers

Year 3, Year 4, Year 5 and Year 6 teachers will also do this by:
- making everybody aware of their responsibilities
- planning lessons where you can learn about positive online behaviours and ways to keep safe
- overseeing students' use of school's digital devices and online spaces
- 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 the personal information that the school collects about you safe
- protecting your rights to a safe and positive online environment
- providing opportunities to use digital devices and online tools when learning at school

THE ROLE OF THE STUDENT
We want our school to be a place that is safe and friendly, where we can learn, play and explore. To do this we need everyone to choose safe, careful, and fair ways of using devices and online spaces. As a 'digital citizen' this means:

- **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.

WHEN THINGS GO WRONG ONLINE

Even when people try to do the right thing, sometimes things go wrong. If you or somebody you know does something online that isn't okay, maybe by accident or on purpose, your teachers at Oranga School will help you to sort it out. If you see things online that make you feel worried or upset, your teachers at Oranga School will help you sort it out. The important thing is to tell a teacher or another adult you trust.

Online bullying. Online bullying is not okay at our school at any time. If somebody is saying mean or hurtful things about you or somebody else online, talk to a teacher or trusted adult. They will help you with what to do. Don't delete or hide the messages or pictures because these are important to show what has been happening. Turn your screen off and then go tell a teacher or trusted adult.

Report a problem. If you see something online that you don't think should be there, tell a teacher or a trusted adult at school as soon as you can. This is really helpful, and means we can fix the problem quickly.

Online safety support. Netsafe helps people to be safe online. They can help you or your family if you are having problems online. They have free, private help for you and your family for any online safety problems, and they are there to help seven days a week. You can get a hold of them on the phone 0508 638723 or their website at netsafe.org.nz

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PARENT/ WHĀNAU PERMISSION

Student Name:

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 and actions taken by the school in accordance with the school behaviour plan.

Please tick the boxes and sign below

	I have read and understand this agreement and that this is in place to keep students safe online. I will talk to my child about how to be a responsible digital citizen.
	I give permission for my child to use Google Apps for Education (Y3-6), Youtube and other online tools as part of the school curriculum to support their learning. You can find a list of some of the online tools that we use attached and on our school website.
	I give permission for my child to have their photo, video, work and first name only published on the school website, class Seesaw blogs, and the Oranga School Facebook page.

Parent / caregiver name _____

Parent / caregiver signature _____

Date _____

Online tools at Oranga School

Etap 	Etap is a system used to store student information by the school. It is used for marking the attendance register, storing personal information and making it available only to those who need it. You can view Etap's privacy policy here https://etap.co.nz/Docs/privacy_policy.html
	Accessit is a library management system that we use at Oranga School to manage our library books and the issuing of books to students and staff. As part of this, we have an online library that students can use to browse and access books online. Accessit's privacy policy: https://accessitlibrary.com/privacy-policy/
	At Oranga we use Seesaw as part of our classroom programmes. Seesaw provides an online space for students to share their work with teachers and whānau, get feedback on their learning and learn how to communicate in the digital world. Students can complete Seesaw activities to support their learning. Teachers and whānau can also use Seesaw to communicate easily through messages. Seesaw Blogs are also used to share work. These Blogs are public and accessible through the school website. We seek permission from parents as part of our enrolment process in order to be able to post students' work, photos and videos in public spaces such as the Seesaw Blogs, the Oranga School Facebook page and the Oranga School website. Terms of Service: https://web.seesaw.me/terms-of-service Privacy Policy https://web.seesaw.me/privacy-policy
Google Workspace for Education 	Students in Year 3-6 have school Google accounts that allow them to access Google Apps for Education. This includes; Gmail, Google Drive, Google Docs, Google Slides and Google Meet. Students use GAFE to store files and collaborate on documents, share and collaborate on spreadsheets, and presentations in real time from school, or home, all within a secure "closed" online environment. The students have an email account that can only send and receive emails from within the Oranga school domain. Students can send emails to each other and their teachers and are aware that email is for educational use and purposeful communication only. Hapara Student Workspace enables students to access their Google Drive and Gmail as well as weekly tasks, both at home or at school. Students login using their school email and password.Teachers use Hapara to support student learning online. It allows teachers to set tasks, share links and documents as well as keep track of students' online activity to support cybersafety. Google's privacy policy: https://workspace.google.com/terms/education_terms.html Hapara's privacy policy: https://hapara.com/privacy-policy/

▶ YouTube	Youtube is a video based website. At Oranga school, we use Youtube for the educational content that we can share with students. Students can also access Youtube within our secure, students' domain within the school network. The network is filtered and secure to ensure safe browsing on the internet. This provides a safe environment for students to use Youtube as part of their learning at school.
zoom	Zoom has been a main component of our Distance Learning plan during the pandemic and is also being used in the classroom by teachers who are working from home or students who are learning from home. This allows everyone to be part of the class regardless of their physical location. Zoom links are not shared publicly to protect the privacy of students and teachers. The Zoom links are shared via email or Seesaw directly to the students and families. Zoom's privacy policy: https://explore.zoom.us/en/privacy/
matific	Matific is an online programme for maths. Students are regularly assigned tasks on Matific by their teachers that they can complete at school and at home. Matific's privacy policy: https://www.matific.com/nz/en-nz/home/privacy/
SUNSHINE CLASSICS	Sunshine Classics is an online reading programme that teachers use to support the teaching of reading at Oranga School. Students are assigned books on Sunshine Classics. After reading the book they will be able to complete the comprehension questions, writing activities and record themselves reading the book. Sunshine Classics's privacy policy: https://www.sunshineclassics.com.au/privacyPolicy.php#:~:text=The%20Information%20We%20Collect,the%20developers%20of%20the%20website.
Reading eggs	Oranga School is trialling Reading Eggs this year (2022). Reading Eggs is another online reading programme that is designed to support the teaching of reading and develop the necessary skills students need to be confident readers. Reading Eggs privacy policy: https://readingeggs.com/privacy
MINECRAFT EDUCATION EDITION	Minecraft is a fun, game-based learning platform that promotes creativity, collaboration, and problem-solving in a digital environment. Minecraft Education Edition is free for schools and all students with school Google accounts. At Oranga, students in Year 3-6 have Google accounts that they use for their school work and therefore have access to Minecraft Education Edition! Minecraft Education Edition allows teachers to set tasks and challenges as well as monitor students while they are online. If you would like your child to be able to access Minecraft Education Edition from home, you can download it for free here https://education.minecraft.net/en-us/get-started/download. Minecraft Education Edition's privacy policy: https://educommunity.minecraft.net/hc/en-us/articles/360047118972-User-Privacy-and-Minecraft-Education-Edition