St Brigid's School Digital Citizenship Procedures

Rationale

At St Brigid's School we believe in a model for supporting safe and responsible use of the internet in a teaching and learning context. A vital part of fostering this culture is the support that is provided to staff and students by the 'guides" around them. One of the most important parts of this guidance is in the modelling of good digital citizenship skills in all day to day interactions.

St Brigid's Definition of "Good Digital Citizen

- **A confident and capable user of information communication technologies**
- **Uses technologies to participate in educational, cultural and economic activities**
- **Uses and develops critical thinking skills in cyberspace**
- **Is literate in the language, symbols, and texts of digital technologies**
- **Is aware of information communication technology challenges and can manage them effectively**
- **Uses information communication technology to relate to others in positive, meaningful ways**
- **Demonstrates honesty and integrity in their use of information communication technology**
- **Respects the concepts of privacy and freedom of speech in a digital world**
- **Contributes and actively promotes the values of digital citizenship**

Guidelines for Responsible Use:

Responsibilities of the School

- **School can conduct an audit of its computer network, Internet access facilities, computers and other school digital devices (this includes any stored content, including email)**
- **Any electronic data or files created or modified on behalf of the school any digital device, regardless of who owns it, is the property of the school**
- **Ministry of Education monitoring inward traffic (N4L Network for Learning) blocks most inappropriate content**
- **St Brigid's School students have no access online during morning tea and lunch unless supervised**
- **From Year 5 students will have parental permission to have a school gmail account to access G-Suite.**
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Responsibilities of Teacher/Staff Member

- **User account is provided exclusively for your use**
- **Don't share account details with anyone.**
- **Maintain the security of your account with a strong password**
- **Confidentiality and privacy extend to accessing, inadvertently viewing or disclosing information about staff, or students and families**
- **Teachers have professional and ethical conduct with regards to activity online**

- **Individuals are responsible that information communication technology actions are within the law**
- **Individuals must comply with the New Zealand Copyright Law (Act 1994).**
- **All information communication technologies should be used with care**
- **If you need support with accessing/using technology in teaching and learning discuss with your School Leader**
- **Familiarize yourself with guidelines around "St Brigid's School Cybersafety and Digital Responsible Use agreement staff/students "**
- **Ensure teacher supervision when students are working online**
- **Notify School Leaders of any activity that does not comply with our cybersafety and digital responsible use agreement and take appropriate action**

Responsibilities of Students

When using information and communications technologies (ICT) at St Brigid's School I will always be a good digital citizen. This means that I;

- I will be a confident and capable user of information communication technology

I know what I do and do not understand about the technologies that I use. I will get help where I need it.

- I will use information communication technology for learning as well as other activities

I understand that technology can help me to learn. I also know it can also be used to talk to people, to buy and sell things and to have my opinion heard. I know when and where it is OK to do each one.

- I will think carefully about whether the information I see online is true

I know that it is easy to put information online. This means that what I see is not always right. I will always check to make sure the information is real before I use it.

- 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 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 always use information communication technology to communicate with others in positive, meaningful ways

I will always talk politely and with respect to people online. I know that it is possible to bully or hurt 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 information communication technology

I will never do anything online that I know will hurt anyone. I will make sure that what I do is not against the law. I will make sure that my actions don't break the rules of the websites 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 my own. 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 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.

Supporting Documents

St Brigid's School Cybersafety and Responsible Use Agreement - Students
(updated each year - kept on file by class teacher)
St Brigid's Gmail User Account Guidelines (Year 4-8)
G-Suite Parent Letter
Letter to student/parent of suspension from using devices due to inappropriate use

Staff Responsible Use Agreement **(updated each year - kept on file at office)**
Teacher Laptop Agreement Guidelines (Upon updating lease agreements
(Kept on file at office)
Creative Commons Guidelines