



MARLBOROUGH GIRLS' COLLEGE

Te Kāreti Kōhine o Wairau

ICT Student User Agreement

At Marlborough Girls' College we have safe, responsible and ethical use of digital technology and online spaces. This is important and meets our values of Whanaungatanga, Manaakitanga and Kotahitanga. Our online environment must be safe and positive for everyone.



Kotahitanga



Manaakitanga



Whanaungatanga

Marlborough Girls' College recognises a student's right to receive a high-quality education in a safe online and offline environment.

Our Responsibilities

- providing information and support to ensure you are aware of, and able to meet, your responsibilities
- 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 filtering software to minimise access to inappropriate online content
- allowing the use of technology for personal reasons during break times as long as it does not negatively impact on self and others
- supporting students who need help dealing with online incidents
- taking action when a negative online experience occurs between students even if it takes place outside of school hours
- securing the personal information the school collects about you
- protecting your freedom of expression under New Zealand's Bill of Rights
- having a plan in place to support students when something serious or illegal happens. This might include getting in touch with the Police or Netsafe.

Your Responsibilities

As a student of Marlborough Girls' College and a member of our community, you are expected to live our values online as well as in everyday situations. You are expected to positively contribute towards making our school a place that is safe, respectful, and fair online and offline.

You will:

- **Keep it positive.** Always respect others online and communicate in a constructive way. Do not create or publish content that is indecent, threatening or offensive.
- **Protect privacy.** Do not disclose sensitive personal information about yourself or another person in any digital communication. This includes sharing passwords, accessing devices or online sites

belonging to others without consent and taking screenshots and sharing this content without consent.

- **Act cautiously.** Anything you post or do online can influence what people think of you. Likewise, always think carefully about whether the information you see online is true. If you are unsure of something talk to a teacher.
- **Avoid online bullying.** Being mean or forwarding unkind emails or information to others is not ok. Creating or forwarding content that is harmful, inappropriate or hurtful is never okay at any time, and may breach legislation (The Harmful Digital Communications Act). If you are harassing people by sending multiple messages this is also considered online bullying and is unacceptable.
- **Be security smart.** Keep personal information safe and secure by using strong passwords and not sharing them with others. This includes not accessing devices or online sites belonging to others without consent, nor taking screenshots and on-sharing their personal content without their knowledge and permission.
- **Check consent.** Before downloading software to the school network or onto devices, seek permission. Interfering with the school systems, digital technologies, equipment/network or the online security of another person is never okay at any time.
- **Recognise others work.** Follow copyright and intellectual property requirements by attributing references, images, text, audio and video appropriately.
- **Respect the rights of others.** Only record and share video, photo or audio content if the people in it know it has been taken and have provided their consent.
- **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 inappropriate or hurtful online content and behaviours. If this happens talk to a trusted adult about what can be done, or contact Netsafe directly.

ONLINE INCIDENTS

Sometimes things go wrong, in real life and online. Marlborough Girls' College 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/kura or kura. 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 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 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.

What does online bullying look like?

Online bullying is when digital technology is used to bully or harass. The bullying takes the form of sending messages, making posts, or publishing content that intends to harm. This can occur through email, text messages, instant messages, in social media, or in other formats. Examples include negative messages, and sharing pictures, images, or personal information without someone's consent.

Report a problem. You should report an online incident or if you suspect something is happening online as soon as you can to your whānau teacher or Dean. Once the school is made aware of a problem, they will assess the problem and work to resolve it.

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)

STUDENT DECLARATION

Please tick to indicate that you agree/acknowledge *

- I am aware of our school values, expectations and behaviours required of me when I use digital technologies at school and at home, any online tools and platforms, and the school's systems and network. I understand these apply to all devices used at school or at home, and whether they are owned by school or if it is my personal device.
- I understand I have the right to use and experience online environments and digital technologies in positive ways and that others do also. With these rights, come responsibilities.
- I understand and agree to support and uphold these expectations and responsibilities outlined in this agreement.
- I know that if my actions or behaviours do not align with the User Agreement there may be consequences. This may include the loss of access to the internet on school owned devices or personally owned device used at school.

Student Name (in full)

Student Signature