



**Te Kura O Urumutu**  
**West End School**

## **E-LEARNING AGREEMENT**

We are looking forward to working with our students and West End whānau to keep our tamariki safe and happy, and utilize our e-learning technology to help promote and share learning. Digital technologies and 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, share our learning (via Seesaw) and learn how to do different things on apps and websites.

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

**Parents please read this information carefully, and to your child as necessary. Please sign and return with your child's enrolment. Access to E-Learning technology will be allowed once this form has been signed and returned to school. We have also provided a Student Home Digital Citizenship Agreement, that you can talk about at home to support your child with staying safe online.**

This agreement shares what West End School does to help make learning online safe. 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. Please refer to our school's policy on Digital Technology and Cybersafety.

## **West End School's Role**

West End School wants to help your child learn in the best ways we can, and keep them safe at school. We will do this by:

- helping them to know what they need to do to keep safe online
- helping them to know what to do if 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

## **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 West End School will help you to sort it out. If you see things online that make you feel worried or upset, your teachers at West End 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 get to fix the problem quickly. The school will look and see how to fix it, and take away the problem.

**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 hold of them on the phone 0508 638 723, or their website at [netsafe.org.nz](https://netsafe.org.nz)

**Please sign on the next page and return to West End School**

## Student's Role

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 you will:

- **Keep it kind.** When you are online, think about others and talk or share in a kind way.
- **Keep it to yourself.** Keep your passwords and information about yourself or other people safe and private.
- **Keep it careful.** Think carefully about what you share and make sure it's something you are proud of and would be happy sharing with someone else face to face.
- **Keep it real.** Not everything you see online is real. It might look or sound real, but some things are made up or fake, so be careful to check or ask a teacher if you're not sure.
- **Keep it honest.** When we copy or use words, pictures and ideas from the internet, we need to make sure we share these things in the right way and follow the rules for sharing things that don't belong to us.
- **Keep it fair.** Make sure you check with others if it is okay to record them, or share photos or videos with them in it. They should have a say in what happens to things that go online if they are in them.
- **Keep it responsible.** If you bring your own device to school, use it in ways, and at the times that your teacher says it is okay to.

## STUDENT STATEMENT

- I know about the ways I should use digital devices and online spaces at school for learning. I know that I should be kind, careful and responsible when I use devices, and when I go online, and this is the same for the devices that school owns, or if it is my own device that I bring to school.
- I know that if I behave in ways that are not safe online, or kind or responsible, that this is not okay at West End School. There may be some actions that my school might have to take, such as not being able to use school devices or devices I bring from home to school.
- I understand and agree to use digital technology and the internet at school safely and for learning, whether it is on a school device or one I have brought from home.

## PERMISSIONS - E-LEARNING AGREEMENT

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 or outcomes that the school will talk about with me.

**I agree / do not agree** (please circle one) to my child's image and examples of their learning being published on the internet (School Newsletter, school website and school social media). **Please note that some whole school events are filmed and shared with the community (for example; school productions, special assemblies and sports events). The community will be informed prior to the event of filming.**

Child's name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Caregiver name: \_\_\_\_\_ Parent/Caregiver Signature: \_\_\_\_\_



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## Student Home Digital Citizenship Agreement

**You do not need to sign this document or return it to school - this is a guide to support you at home.**

When using ICT (Information, Communications, and Technology) at home I will always be a good digital citizen.  
This means that:

1. I will always ask mum/dad/grandparent before I use any technology, whether it is my own or a shared device.
2. I understand where I am allowed to access my computer/ipad in these places \_\_\_\_\_  
\_\_\_\_\_
3. I will always use technology to communicate with others in positive and meaningful ways. Before I post, share, or communicate I will always ask:
  - IS IT SAFE?
  - IS IT TRUE?
  - IS IT NECESSARY?
  - IS IT KIND?

If I answer 'NO' to any of these questions, I will NOT post, share, or communicate.

4. I can build trust while using digital devices by:
  - Only going onto sites that have been agreed on with my family
  - \_\_\_\_\_
  - \_\_\_\_\_
5. These will include the Learning Platforms on Google Drive and Seesaw that are provided by my teacher.
  - Being clear about expectations around active use - the time we spend online for our learning
  - Only using my school email account that was assigned to email my teacher.
  - Turning off or taking a break from the device when I'm told.
  - Charging and storing the device in a safe and agreed area.
6. If I see or hear about something online that is harmful or dangerous, I will let my mum/dad/grandparent know.

This person/people may decide to contact my school or Netsafe for support.

Signed: \_\_\_\_\_  
Child

\_\_\_\_\_  
Parent/Caregiver/Grandparent

Date: \_\_\_\_\_