

Papamoa Primary School - Digital Citizenship / Internet Policy

Elearning and access to technology is exciting. It enables schools to access authentic learning opportunities for students and through the use of digital technology enable:

- Learning to happen anywhere and anytime – not just in the classroom
- Your child to work collaboratively and make connections with other students and experts both within the school and beyond the school
- Ease of access to an extensive range of resources that support and enhance learning (websites, apps)
- You, your family and whanau to become more involved and able to contribute to your child's learning (eg. school website, classroom blogs etc)

Papamoa Primary School believes in a Digital Citizenship model for supporting safe and responsible use of the internet in teaching and learning. An important part of this is that we are able to show others what responsible use looks like while we are using technology in our learning.

Papamoa Primary School believes a good digital citizen is someone who;

- Is a confident and capable user of ICT
- Will use ICT for learning as well as other activities
- Will think carefully about whether the information they see online is true
- Will be able to speak the language of digital technologies
- Understands that they may experience problems/challenges with technology but can deal with them
- Will always use ICT to communicate with others in a positive way
- Will be honest and fair in all of their actions using ICT
- Will always respect people's privacy and freedom of speech online
- Will help others to become better digital citizens
- Will be a collaborator, communicator, creator, problem solver and self-manager

We believe these qualities are important for us all, and therefore ask everyone (staff, students and volunteers working in our school) to agree to use the internet and other technologies in a safe and responsible way by following the rules laid out in the attached agreements.

We ask that you discuss these agreements in detail with your child, and when you submit your online enrolment you agree to our internet policy.

Years 1-2 SEESAW accounts

To further develop our digital citizenship Karewa team will be using SEESAW this year. Seesaw gives your child creative tools to capture, reflect and share their learning - in real time. It also provides you as parents/whanau a window

into your child's classroom/pod and the learning process. We know our students are excited to use this new tool in partnership with the great things our teachers do in their classrooms.

We need your help with Seesaw to ensure success at Papamoa Primary School. You can download Seesaw's Parent App for iOS, Android, or use the web to view your student's learning items. When your child adds new work, you will receive a notification to see, hear and respond to your child's learning item. *You only have access to your own child's work and all of the content is stored securely.*

Papamoa Primary School is delighted to announce this new opportunity for Karewa students and excited by the possibilities. With your help, we can continue building our school community of lifelong learners. Should you have any questions or queries please feel free to contact our elearning leader on 07 542 0865.

Years 3-6 Google Account

To further develop our digital citizenship we will be setting up a 2021 google account under our Papamoa Primary School Domain for all Tuhua and Motiti students.

This account will give your child access to online learning opportunities such as google documents, spreadsheets, presentations, surveys, drawing tools and email (in a controlled environment). By having an account your child, within the Papamoa Primary School Domain can work collaboratively on documents with their peers and teachers and continue working on these from home. These are advantages that we wish to explore further and make good use of in 2021.

Using the suite of google applications is consistent with practice around the world today. There are an increasing number of schools making use of the google suite as it involves no cost, is an internet based platform, that can be accessed anywhere, anytime. The filtering and safety/security is strong and consistent, no matter where children access it from and everyone is using the same version at the same time.

By having these online learning tools available to support our learning we will be able to explore how children can collaborate on activities in a managed environment, share valuable learning with you as the parents and develop the necessary digital citizenship skills required to make informed digital decisions in the future.

When we provide your child with a google account they will be given an email address (within the safety of our school domain) and password. This will enable them to access the Google suite of applications. Working with the teacher, your child will explore ways to effectively collaborate on documents, share progress and comments with the teacher and peers and explore effective ways of sharing learning via a digital forum with you as parents/caregivers.

As a parent/caregiver we encourage you to talk with your child about their Google account and applications. Your child will be able to log on at home, and access any work they are doing at school. In addition to this we ask that each child completes/signs the 2021 Digital User Agreement. We realise that you and your child may have signed this previously but given the start of a new year it is important to revisit, discuss and agree to the outlined guidelines so they are fresh in the minds of our students.

We are excited by the opportunities that digital learning provides to enhance our quality learning programmes, and look forward to growing the digital citizenship skills of our students. If you have any questions please feel free to contact your child's teacher and/or team leader.

Responsible Use Agreement: Parent Declaration

I understand that Papamoa Primary School is supporting students as they learn the skills required to become successful digital citizens. Papamoa Primary School defines a digital citizen as someone who;

- is a confident and capable user of IT
- 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 IT challenges and can manage them effectively
- uses IT to relate to others in positive, meaningful ways
- demonstrates honesty and integrity in their use of IT
- respects the concepts of privacy and freedom of speech in a digital world
- contributes and actively promotes the values of digital citizenship

I understand that our school has digital citizenship procedure* which outlines the schools digital citizenship approach and how this supports teaching and learning.

*This document is available on our school website

I understand that the school provides access to the internet and other communications technologies, and will be issued with a school based google account because it believes that they enhance the teaching and learning process.

I understand that the school encourages responsible behaviour by students when using technology to help protect themselves and each other from experiencing harm online. I am aware that this "Responsible Use Agreement" is part of that, and that it encourages students to consider how their actions can affect themselves and those around them.

I have read the student declaration and have talked with my child about what it means to them. I am happy that my child understands what this means, and that they are capable of working within the guidelines.

I am aware that students can experience challenges when using technology, but that the school makes every effort to support students to manage those challenges effectively. I understand that by learning to deal with them in a safe environment with the appropriate support they will be better prepared to deal with those challenges in the future.

If I have questions or concerns about the way in which technology is being used by my child at school, I know the school is happy to discuss this with me, and I am aware that I am welcome to do this at any time.

Responsible Use Agreement: Student

When using information technology (IT) and google accounts at Papamoa Primary School I will ensure I act as a responsible digital citizen.

This means that I;

- **Will be a confident and capable user of ICT.**
 - I know what I do and do not understand about the technologies that I use.
 - I will not share my google account password with anyone who is not a trusted adult (parent or teacher).
- **Will use IT for learning as well as other activities.**
 - I understand that technology can help me to learn.
- **Will think carefully about whether the information I see online is true.**
 - I know that it is easy to put information online.
- **Will be able to interact respectfully online**
 - If I would not feel OK about Mr Friar, my family or my teacher seeing it then it shouldn't be on the screen.
- **Will be a problem solver when working with technology and online.**
 - I understand that I can ask for help if I don't know what to do next.
- **Will be honest and fair.**
 - I will never do anything online that I know will hurt anyone.
- **Will always respect people's privacy.**
 - I understand that some information is private. I will not share my full name, address or telephone number – even if I think I know the person well.
 - I will not post photographs of other students without the teachers/students permission.
- **Will help others to become a better digital citizen.**
 - 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.

Student Declaration

- I understand that these guidelines for responsible use are to be followed when using any technology whilst at school or whilst on any school activity. I am aware that this may include the use of a device that the school does not own.
- I understand that if I breach this responsible use agreement, I may lose access to school ICT services including the use of the internet, on school owned devices or any personally owned device used at school.
- I understand that I need to have this form signed, and my parent declaration signed before I can use IT and technology at Papamoa Primary School.

Responsible Use Agreement: Digital Citizenship

Papamoa Primary School believes in a Digital Citizenship model for supporting safe and responsible use of the internet in teaching and learning. An important part of this is that we are able to show others what that responsible use looks like while we are using technology in our learning.

We think a good digital citizen is someone who;

- is a confident and capable user of IT
- will use IT for learning as well as other activities
- will think carefully about whether the information they see online is true
- will be able to speak the language of digital technologies
- understands that they may experience problems when using technology but can deal with them
- will always use IT to communicate with others in positive ways
- will be honest and fair in all of their actions using IT
- will always respect people's privacy and freedom of speech online
- will help others to become a better digital citizen
- will be a collaborator, communicator, creator, problem solver and self-manager

Because we know this is important for us all, we ask everyone, the staff, students and volunteers working at the school to agree to use the internet and other technologies in a safe and responsible way by following the rules laid out in a Responsible Use Agreement like this one.

If someone cannot agree to act responsibly, or the things that they do mean that other people are being harmed, then we might stop them from using the internet or other technology at school.