



Clearview Primary  
Te Kura o Mārama

# Digital Safety Information & Use Agreement



# What is Digital Safety?

Digital Safety is a term that refers to being safe when using communication technologies such as the Internet, email, mobile phones and other tools.

Children today are communicating over the Internet through a multitude of ways—MySpace and Facebook are just some of the more than 200 social networking websites. Instant messaging, chat rooms, blogging, are some of the growing number of ways people can communicate and connect with others. As a result of this there are many more safety issues that families, schools and communities need to be aware of and manage.

The Internet is a powerful tool both in education and socially. At Clearview Primary we are taking the initiative to provide a framework for you for teaching responsible Internet use at home and to ensure your child is not only safe, but knows how to be ethical and responsible when using the many communication and education tools that exist.

At Clearview we believe that digital safety awareness is a shared responsibility between home, school and the community. Our 'Digital Safety' information booklet provides the starting point to establish habits to enable students to become safe and ethical communicators, as well as providing guidance for parents and caregivers.

Our 'Digital Safety' booklet provides:

- Definitions of common IT terms.
- The school **Digital Safety & Use Agreement** - this is what you need to explain to your child.
- A copy of the **Digital Use Agreement** to refer to once you have completed and returned the blue insert to your class teacher.
- Informative websites on 'Digital Safety' and 'Cyberbullying'

Please use the Clearview Safety guidelines when discussing digital safety with your family and refer to the website resources provided. We hope you find this useful.

Staff and Board of Trustees  
Clearview Primary



# IT Definitions

**Social Networking Software:** is a broad term to describe a range of web sites that enable people to connect or collaborate through computers and to form online communities. There are many different tools people use to do this. The minimum age without adult supervision for most sites is 13 years, however many young people ignore this and age can be difficult for these sites to enforce.

**Twitter** is a [social networking](#) and [microblogging](#) service that enables its users to send and read messages known as tweets.

**Facebook** is a [social networking](#) website launched in February 2004 and operated and privately owned by Facebook, Inc.[1] Users can add people as friends and send them messages, and update their personal profiles to notify friends about themselves. Additionally, users can join networks organised by workplace, school or college.

**YouTube:** is a very popular free video sharing site that lets users upload, view, and share video clips. This can be used in both positive and negative ways.

**Bebo:** is a site designed to allow friends to communicate in various ways. It is an online community where users can post pictures, write blogs and send messages to one another, and is similar in format to MySpace.

**Blog:** is a website where entries are made in journal style. A good example of a blogs is a personal online diary. Blogs are a great personal writing tool!

**Wiki:** is a type of web site that allows the visitors themselves to easily add, remove, or edit the content. This ease of interaction and operation makes a wiki an effective tool for collaborative authoring; but this does not guarantee accuracy and authenticity of the information.

**Podcast:** is similar to a blog but it uses audio rather than text. This is a very fun and creative way to share learning which can then be uploaded to web sites.

**PXT:** a fancy name for sending pictures, video clips and other multimedia files, usually via mobile phone. Most modern mobiles support the sending and receiving of pictures, images, etc. Learn how Bluetooth/Infrared can work on your mobile. For more information check out: [www.en.wikipedia.org/wiki/Bluetooth](http://www.en.wikipedia.org/wiki/Bluetooth)

## Surfing

Reading documents and visiting websites online is commonly referred to as "surfing" or "browsing". Visiting virtual museums, accessing public government documents, reading complete books and viewing short films are just a few examples of the many ways in which you can use the Internet.



## Downloading/File Sharing

File sharing is another activity for many teens. File sharing is accomplished through easily obtainable programs that allow users to connect directly to other computers and copy (share) music files, movies, and other programs or files. This use of the Internet is a security risk because the files can be infected, and also may violate copyright protections.

**NetSafe:** is the main New Zealand organisation for educating and guiding online safety. Check out their web site at: [www.netsafe.org.nz](http://www.netsafe.org.nz)

# Clearview Primary

## Digital Safety & Use Agreement

Clearview has many digital tools available to enhance learning. It is everybody's responsibility to be aware of and follow these safety guidelines.

If these guidelines are not followed and damage occurs, the school reserves the right to charge for the repair of damaged equipment and/or for the technician time taken to repair the damage.

### *These are the rules I must follow:*

1. I cannot use the Internet at school without signing and handing in this Agreement. This Agreement is referred to on a regular basis in classrooms.
2. I will only use school digital equipment and technologies as tools to support my learning.
3. The only time I can use the Internet or other online tools at school is when a teacher or adult is supervising me.
4. At school, if I am sending emails or other digital communication (e.g. to the school's intranet, a blog, wiki or podcast), I must get my teacher's approval first. If I am emailing people outside of school, I must copy my teacher into the email.
5. I am not allowed to try and look up or search for things on the Internet that I know are not for children. This could include material involving violence, swearing, rudeness, or things that may be against the law. If I accidentally or deliberately come across anything that might not be safe or appropriate I must click on the 'Hectors Safety Button' or minimize the page and inform an adult immediately.
6. If I am using digital equipment in the library or any other area of the school, I must inform the supervising adult/staff member what I am doing before I begin.
7. When using the Internet and other communication technologies, such as e-mails, blogs, mobile phones, podcasts, wikis, etc., I must not do anything that may hurt or offend anyone, even as a joke.
8. All my communication must be appropriate and relevant to my learning. My language must not be disrespectful, offensive, abusive, dangerous, or inappropriate in any way. This includes any web sites I use outside of school time where I am recording information about my learning, other children, any teachers, or the school.
9. I must follow these rules when I bring any digital equipment or technology into the school (e.g. mobile phones, PDAs, etc.). I must follow these rules when I am using, outside the school, any digital technology that belongs to the school.
10. As an 'onlooker' I have a responsibility to inform a teacher/parent immediately of inappropriate use of computers.

### *I agree that I will respect and take care of our digital equipment by:*

1. Keeping all food and drink away from digital equipment.
2. Only using software that has been approved by the teacher following the school's guidelines.
3. Not copying any software.
4. Following copyright laws.
5. Using any passwords or logins provided by the school appropriately, following the User Agreement for that web site or tool (e.g. blogs. Wikispace etc).
6. Only printing with the permission of my teacher. I will check the print preview before printing.

***I will be considerate of other users by:***

7. Keeping all my communication with digital tools appropriate and respectful.
8. Sharing the use of equipment.
9. Ensuring I do not experiment with or disrupt the computer, or the school network.
10. Immediately clicking the 'Hectors Safety button' or minimizing the page and tell the nearest adult/ teacher if I accidentally come across dangerous, mean, rude or confusing material. I will not show it or pass it on to any other students. I will then immediately quit any software programmes I am using.

***I will be responsible and look after myself and others by:***

11. Not giving anyone on the Internet information about myself or others – this includes addresses, photos, names, phone numbers or banking details.
12. Not writing my personal details into any website, email, blog, podcast or other communication technology without permission from my teacher.
13. Telling a teacher or adult if I come across any problem or if I am not feeling safe.

***I understand that if I break this agreement in any way I may lose the right to use the Internet and digital equipment at school. The school will inform my parent/caregiver and there will be consequences for my actions.***

***In order to keep children safe at school, the school's responsibility is to:***

- Ensure we support/educate students to be responsible, safe and ethical users of digital technologies.
- Maintain adequate security measures to protect the school digital environment by using a Ministry of Education approved firewall monitoring service.
- Communicate the guidelines and procedures to parents and children so that they are clearly understood and followed. Ensure guidelines are displayed and referred to in all classrooms as well as on the school web site.
- Follow set procedures when these guidelines are not followed.
- Provide resources to support parents and children so they can do everything to keep themselves and others safe when using digital technologies. These are available via the school web site.

***Use of student and parent email addresses, images, audio and video...***

1. Clearview will never share parent/caregiver email addresses or information to outside parties without prior consent.
2. Clearview publishes only children's first names on school websites.
3. On some printed publications (e.g. newsletters, sport results), we publish the first and last names of students and parents.
4. We also publish images and audio/video of student learning on the main school website, class web sites, and in blogs and other communication tools.

***It is the parents/caregivers responsibility to inform the office if they object to the terms of this agreement.***

# Clearview Primary

## Digital Use Agreement

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### Student:

I have read (or an adult has explained to me) the Clearview Primary **Digital Safety & Use Agreement** booklet. I know the school rules about the use of computers, the Internet and other digital technologies. I know that if I break these rules there will be serious consequences:

- My parents/caregivers will be told.
- I may lose the right to use school computers and the Internet.
- The school may also take disciplinary action against me.
- I will be charged for repair of equipment and/or technician time.

### Parents/Caregivers:

- I have read the School **Digital Safety & Use Agreement** booklet and understand that my child may not access the Internet or digital technologies at school without this agreement being signed and returned.
- I have told my child about the content of the agreement and explained its importance.
- I understand that if my child damages equipment as a result of not following these guidelines, I will be invoiced for the cost of replacement parts and/or repairs.
- I understand that while the school will do its best to restrict student access to offensive, dangerous or illegal material on the Internet or other communication technologies, my child is responsible for choosing to have no involvement in (or “choosing not to access”) such material or activities.
- I understand the school guidelines for publishing student and parent name/audio/images/video and agree to inform the office if I do not agree to any of the guidelines.
- I also understand this agreement applies to communication technologies my child brings into the school environment. I agree that any technologies my child brings into the school are governed by these rules.
- My child and I agree to follow school guidelines when using school digital equipment or systems.
- I understand that helping children develop into responsible, ethical and safe users of digital technologies is a shared responsibility between school and home. I will do my best to model the guidelines and intentions of this agreement.

***This page is a copy of the terms of the agreement that binds you and your child. Please sign the yellow form and return it to your class teacher. This agreement lasts for the year and is referred to regularly within the school. From time to time we revise this agreement. This is communicated in the newsletter and on the web site.***

I give my permission for (student name) \_\_\_\_\_ to be given access at school to computers, the Internet and other communication technologies on the terms outlined above.

Name of parent: \_\_\_\_\_

Parent/Caregiver Signature: \_\_\_\_\_ Date: \_\_\_\_\_



For further information, links and resources for parents and children please refer to the following web site at this address:

<http://www.netsafe.org.nz>



Visit Hector's World web site. This is for everyone who takes on a parenting role with young children, including caregivers and grandparents:

<http://hectorsworld.netsafe.org.nz/parents/>

## Hector's World™ ... and your child



The internet offers your child a wealth of education and learning opportunities, entertainment, and exciting ways to connect to friends and family. Many children are now beginning to explore this exciting online world at a very young age.

Learning how to utilise information, behave ethically and responsibly, manage risks online and employ technology effectively, are important skills for all 'digital citizens'. When your child first goes online you can introduce them to Hector's World, a free online animated educational programme for children aged 2-9 years old which offers children a fun and magical world in which to learn and play.

Hector and his underwater friends promote the skills and values children need to grow into confident, knowledgeable and caring members of the online community - the 'building blocks' of digital citizenship.

**Skilled thinkers and communicators stepping out with confidence.**

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