



Waihi School

IT POLICY

In addition to the Student User Agreement below, the following should be noted:

- Students are trusted and expected to adhere to the IT Policy; at any time, staff members may require the device to be submitted for inspection.
- At all times, students are required to exercise care in the management, storage and transport of their device. When not in use at school, it should be stored securely in the classroom or boarding house.
- Where the device is family-owned, Waihi School recommends that families investigate the inclusion of the device in the 'portable contents' option usually provided as part of home and contents insurance cover.
- Video and pictures of students (when directed by the teacher) may be uploaded to secure online learning platforms.

STUDENT USER AGREEMENT

Student Commitments

I agree to the following:

- I am a confident and capable user of technology.** I know what I'm good at when it comes to technology, and I'm not afraid to ask for help when I need it.
- Use technology for learning and other positive activities.** I understand that technology is a powerful tool for learning, connecting with others, and expressing my ideas. I will use it in the right way, at the right time.
- Think critically about the information I see online.** Not everything online is true or reliable. I will check my sources and think before I believe or share information.
- Understand and use digital communication responsibly.** Online conversations can be different from face-to-face ones. I will think about what I say and how I say it, and if I'm unsure, I'll ask for clarification.
- Know that challenges can happen online and be prepared to deal with them.** Sometimes, technology won't work as expected, or I may come across negative behaviour. I will stay calm, use problem-solving skills, and seek help if needed.
- Communicate with kindness and respect.** I will be thoughtful about my words and actions online, knowing that what I say or do can affect others. I will not engage in bullying or hurtful behaviour, and I will respect people's right to express themselves, even if I don't agree with them.

- Act with honesty and fairness.** I will be truthful and follow the rules—both legal and ethical—when I'm online. If I'm unsure about what's right, I will ask someone I trust.
 - Respect privacy and security — mine and others'.** I will think carefully before sharing personal details, like full names, birthdays, addresses, passwords, or photos, both mine and others'. I will follow school guidelines to maintain the security of internet-enabled devices.
 - Help others to be great digital citizens too.** Being a good digital citizen is something we all work on together. If I see someone struggling or being treated unfairly online, I will step up, offer help, and speak out if necessary.
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School Commitments

Waihi School agrees to:

- Set out clear expectations.
 - Teach and promote online safety.
 - Oversee students' use of technology.
 - Offer reasonable access to the internet.
 - Using filtering software to protect school devices.
 - Support students dealing with online incidents.
 - Secure your personal information.
 - Protect your freedom of expression under New Zealand's Bill of Rights.
 - Take action if an online incident occurs between students (even outside of school hours).
 - Have a plan in place to support students when something serious or illegal happens.
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Student Statement

- I know about the ways I should use digital devices and online spaces at school for learning.
- I understand that if I do not follow the commitments in this agreement, there may be actions that my school might need to take.
- I understand that my teachers are available if I make a mistake or need help.

Name: _____ **Date:** _____

Parent / Whānau / Guardian Declaration

I know that if my child makes choices or behaves in ways that do not align with this Student User Agreement, the school may discuss outcomes with me.

Signed: _____

Name: _____ **Date:** _____

Additional Support for Parents

If you and your whānau are looking for more online safety support, you can also talk to Netsafe. Netsafe helps people to be safe online.

They offer a free, private helpline for you and your family with any online safety issues, and they are there to help seven days a week.

You can get hold of them on the phone **0586 38 723**, or their website at **[netsafe.org.nz](https://www.netsafe.org.nz)**