



Digital Citizenship policy

Rationale

Rangitikei College Board of Trustees support a Digital Citizenship model for the promotion of safe and responsible use of technology.

The board recognises that by fostering a culture of successful digital citizenship in our students, staff and our wider community we are encouraging everyone to take responsibility for themselves and others in their use of ICTs. This allows us to harness the potential that technology brings to the teaching and learning process, while minimising and learning to effectively respond to the challenges we may experience while using them in a learning context.

The board is aware that preparing our students to make effective use of ICTs is an important part of their preparation for participation and contribution in society today and into the future.

It is our belief that we must prepare our students to actively participate in the world in which they live. It is clear that a key skill in this new world will be their ability to participate as effective digital citizens. An important part of learning these skills is being given the chance to experience the opportunities, and the challenges presented by technology in a safe, secure and nurturing environment, where clear, effective guidance can be sought as students and teachers learn.

The board recognises that its obligations under the National Administration Guidelines extend to use of the internet and related technologies.

Definitions:

Rangitikei College supports the following definition of a **Digital Citizen** (developed by Netsafe, Sept. 2012):

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

The cornerstone for Digital Citizenship is the concept of **Digital Literacy**. Broadly, digital literacy is being able to understand and fully participate in the digital world. It is the combination of technical and social skills that enable a person to be successful and safe in the information age.

Guidelines

1. Rangitikei College will develop and maintain procedures around the safe and responsible use of the internet and related technologies (ICTs). These internet safety procedures will recognise the value of the technology and encourage its use in a teaching and learning context while helping to minimise and manage the challenges that may be experienced by students, teachers and the wider school community.
2. The school will consult with parents and the wider school community, as to how it intends to use ICT and where possible explain how it benefits the teaching and learning process.
3. These procedures will aim to not only maintain a safer school environment, but also aim to address the need of students and other members of the school community to receive education about the safe and responsible use of information and communication technologies.
4. In general, a school's responsibility to maintain a safe educational environment justifies a measure of authority over off-premises and student after-hours conduct. A school's focus should be on whether the misconduct has an adverse impact on the educational function of the school rather than when or where that misconduct took place.

Chairperson: _____

Date:

Next review date: October 2021

ASSOCIATED PROCEDURES:

1. Digital Citizenship Procedure
2. Responsible Use Agreement

(NB: Procedures are developed as part of school management. The Board of Trustees will be informed of the development or revision of procedures derived from Board policies by the Principal. For some especially significant procedures, these will be presented to the Board in full)



Procedure 1: Digital Citizenship

1. School policy and procedures will reflect the guidance of NetSafe and *Digital Technology: Safe and responsible use in schools* (MOE, 2015)
2. The Principal will ensure that all new students to the college, and their parents/caregivers, sign a 'Responsible Use Agreement' based on the NetSafe definition of a digital citizen.
3. Within its curriculum, the school will promote how to stay safe online. This will include protection relating to:
 - a. Cyberbullying
 - b. Online privacy
 - c. Sexting
 - d. Cybersecurity
 - e. Cybercrime
4. In relation to digital technology the term 'item' means either:
 - a. digital information comprising text, images, audio, video
 - b. digital devices such as a smartphone, laptop, camera etc.

Teachers and authorised staff can ask a student to:

- reveal the item
- delete the item
- surrender the digital device on which the item is stored in
- retain the surrendered digital device for a reasonable period.

Teachers and authorised staff cannot:

- reveal an item on a digital device, or surrender the device without reasonable grounds (reasonable grounds might include, but not be limited to, possession or distribution of objectionable or illegal material, cheating or plagiarism of other student work, material likely to threaten the wellbeing of oneself or others etc).
- search through the content of students' digital devices or online accounts
- ask for students' password access to the digital devices on which the item is stored
- ask students to download or reveal what is on another digital device
- use physical force against a student
- ask two or more students to reveal or surrender their digital devices together without forming reasonable grounds in each case.

5. If a digital device is retained details of the incident must be recorded. If a criminal offence has occurred the device should be passed to the Police at the earliest possible time; otherwise, at the end of the retaining period it must be returned to the person the item belongs to or the student's parents/caregivers.
6. The Principal will authorise any access to student school internet accounts where there are suspected breaches of the school policy or Responsible ICT Use Agreement.



Relating to DIGITAL CITIZENSHIP POLICY

Responsible Use Agreement

When using information and communications technologies (ICT) at Rangitikei College I will always be a good 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 get help where I need it.

Will use ICT for learning as well as other activities.

I understand that technology can help me to learn. I also know it can also be used to talk to people, to buy and sell things and to have my opinion heard. I know when and where it is OK to do each one.

Will think carefully about whether the information I see online is true.

I know that it is easy to put information online. This means that what I see is not always right. I will always check to make sure information is real before I use it.

Will be able to speak the language of digital technologies.

When people talk online the things they say can be quite different from a conversation they might have if they were sitting next to each other. I know that I must try to understand what people are saying before I react to them. If I am not sure, I can ask them or someone else to explain.

Understand that I may experience problems when I use technology but that I will learn to deal with them.

I understand that there will be times when technology may not work as I expected it to, or that people may be mean or unkind to me online. When these things happen, I know that there are ways I can deal with it. I also know there are people I can go to, to get help if I don't know what to do next.

Will always use ICT to communicate with others in positive, meaningful ways.

I will always talk politely and with respect to people online. I know that it is possible to bully or hurt people with what I say and do on the internet, and I commit not to do that. I will think about the effect that my actions have on other people.

Will be honest and fair in all of my actions using ICT.

I will never do anything online that I know will hurt anyone. I will make sure what I do is not against the law. I will make sure that my actions don't break the rules of the websites that I use. When I am not sure about what I am doing I will ask for help.

Will always respect people's privacy and freedom of speech online.

I understand that some information is private. I will be careful when using full names, birthdays, addresses and photos of other people and of my own. I also know that I will not always agree with what people say online but that does not mean that I can stop them or use it as an excuse to be unkind to them.

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.

Name: _____

Signed: _____ Date: _____

PARENT/CAREGIVER 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 my child breaches this responsible use agreement, s/he 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, as well as face any school disciplinary process that may result from this misuse.

Name: _____

Signed: _____ Date: _____