



**STRATFORD PRIMARY SCHOOL**  
Regan Street, Stratford 4332  
P. 06 765 6938 E. principal@sps.kiwi.nz  
[www.sps.kiwi.nz](http://www.sps.kiwi.nz)



## Student Internet User Agreement: Year 3-8

Netsafe has developed the User Agreement template to help schools including kura describe expectations and culture around the use of digital technologies and how these are to be used in school. The agreement is an important component in building a culture of safe and responsible technology use for staff, students, parents/whānau and volunteers.

### **OVERVIEW:**

Digital technologies are tools that can help us learn at school in all sorts of ways. Some of these ways include looking at interesting things online, talking to people, creating music and media, gathering new ideas, and learning how to use tools. When we use digital technologies and online spaces it is important that we learn ways to keep ourselves safe, and that we make positive choices in ways we behave when we are online.

At Stratford Primary School we call this being a 'Digital Citizen' and good Digital Citizens help to make our school a safe and positive place for everyone.

This agreement shares what Stratford Primary School does to help make learning online safe, and what we need to do. We know it is not always easy to understand everything about online spaces. It can be complicated at times, and things can go wrong. This is why it is important that we commit to making it as safe as possible to use digital tools and online spaces for learning.

Should the student have a smart watch or cellphone, the device will be handed in to the school office at the start of the day for safekeeping. Students will collect it at the end of the school day, when the bell rings. Note if students have a smartwatch that will be disconnected throughout the day, they are to obtain permission from the classroom teacher, so it can be used as a watch during class time. This will be updated and signed for on the form.

### **Stratford Primary School Role:**

*This section outlines the school's approach to digital technology and online safety.*

Stratford Primary School supports students by helping them learn in the best ways they can, and keeping them safe at school whether they are online or offline.

We will do this by:

- making everybody aware of their responsibilities
- planning times in the terms to learn about positive online behaviours and ways to keep safe
- overseeing students' use of school's digital devices and online spaces



STRATFORD PRIMARY SCHOOL  
Regan Street, Stratford 4332  
P. 06 765 6938 E. principal@sps.kiwi.nz  
[www.sps.kiwi.nz](http://www.sps.kiwi.nz)



- offering access to the internet and online platforms
- using filtering software to protect everybody
- helping students who need support to deal with online problems even if these happen outside of school hours
- keeping safe the personal information the school collects about you
- protecting student rights to a safe and positive online environment
- providing opportunities to use digital technologies in the learning at school
- having a plan to help students when something serious or illegal happens that involves digital technology or online spaces. This might include getting in touch with the Police or Netsafe.

### STUDENT RESPONSIBILITIES:

*This section outlines what your school considers appropriate behaviour for digital technology use in school and as a member of the school community.*

As a student of Stratford Primary School and also part of our community, we ask you to help make our school a place that is safe, friendly, and fair. This means taking our school values and acting on them whether you are online, or offline, and help to make our school a positive place to learn, connect and play. This is being a 'Digital Citizen'.

As a Digital Citizen, you will:

- **Keep it kind.** Think about others online and talk or share in respectful ways.
- **Keep it to yourself.** Keep passwords and information about yourself and other people private and offline as it can be easily shared, viewed, screenshot, or changed by others to mean different things. Nothing is private online.
- **Keep it careful.** Because things you do or say online can be seen by others, be careful to share the things you can feel proud of, or would be happy sharing with someone face to face.
- **Keep it positive.** Always respect others online and communicate in a positive, respectful way.
- **Post with caution.** Anything you post or do online can influence what people think of you. Put your best foot forward online.
- **Do not believe everything you see.** Always think carefully about the information you see online – not everything is true. If you are unsure of something, talk to a teacher.
- **Avoid online bullying.** Creating or forwarding content that is harmful or hurtful towards someone else is not okay at any time. Sending multiple messages to somebody who does not want them is also considered online bullying and is never okay.
- **Be security smart.** Keep personal information secure by using strong passwords and not sharing them with other students. Always log out of a site, or device. Get permission before downloading software to the school network or connecting new devices.



STRATFORD PRIMARY SCHOOL  
Regan Street, Stratford 4332  
P. 06 765 6938 E. principal@sps.kiwi.nz  
[www.sps.kiwi.nz](http://www.sps.kiwi.nz)



- **Respect others' rights.** Always ask first if you need to use someone else's device, online sites, and their image, ideas, creations or work that's stored online.
- **Recognise other's work.** When we use or take others' work or ideas from the internet, we need to make sure we copy or use these in ways that are okay because there are rules about this. If it has a Creative Commons License you are allowed to use copyrighted work and use it for your own use and is one of several public copyright licenses that enable the free distribution of an otherwise copyrighted "work".  
Your teacher will help you to use things you find online in the right way.
- **User profiles.** Only log into the profile that has been created for you.
- **Passwords.** Passwords are created for each individual student. There should be no need to know another student's password or to change it without their knowledge.
- **Email usage.** The email given to you at school is for your school use only, using your email to sign up to anything other than school resources is not permitted eg. Social Media.
- **Non school emails.** Non school emails are not permitted. Students must log into their school account using only their SPS email. This makes sure they are protected with the rules we have in place to keep students safe online.
- **Messaging offsite.** Students are not permitted to message offsite without consent. This includes any type of contact; using emails, Docs etc. You must seek permission from a teacher or other staff member before this can happen.
- **Hapara.** All year 3 to 8 students are on Hapara. Students caught using a different email to get around Hapara will have their accounts suspended. Any student caught deliberately bypassing Hapara will result in the same suspension.
- **VPN.** The use of a VPN to get around any school system is prohibited
- **Loss of Licence - If in the opinion of the staff member, the student's actions/behaviour is intentionally against the Stratford Primary School Values.**
- **Seek help.** Sometimes you or someone you know will feel unsafe or come across bad or hurtful content online. If this happens, talk to a trusted adult about what can be done.
- **Dedicated Chromebook Number.** Only use allocated Chromebook numbers, or their own device

### **ONLINE INCIDENTS:**

Despite the good things technology offers and people's best intentions, sometimes things will go wrong. Sometimes these things are on purpose, and sometimes they are accidents.

Teachers at Stratford Primary School will support you if something goes wrong online.



STRATFORD PRIMARY SCHOOL  
Regan Street, Stratford 4332  
P. 06 765 6938 E. principal@sps.kiwi.nz  
[www.sps.kiwi.nz](http://www.sps.kiwi.nz)



**Online bullying.** Online bullying is not accepted at our school. If you or somebody else is being bullied or criticised online, report it. Keep the content so we can investigate it. Stop any further contact with the person who is bullying. You can report to your classroom teacher and/or an adult you trust for help. It is important to think about sharing what has happened with a trusted adult like a parent, a member of your whānau, or someone else who looks after you.

**Report a problem.** We need your help to keep our school safe. If you see something on the school systems that you do not think should be there, we need you to report it as soon as you can to your classroom teacher and/or an adult you trust. This is really helpful and important, so that the school can find out what the problem is and fix it as soon as possible, and help those who might need it.

**Online safety support.** Netsafe is our New Zealand online safety organisation that is able to help when things go wrong online, when we have problems with content or negative things that others are doing online. They provide free, private advice for you and your family seven days a week for all online safety challenges. They can be contacted on 0508 638723 or online at [www.netsafe.org.nz](http://www.netsafe.org.nz).

### **STRATFORD PRIMARY SCHOOL EXPECTATIONS:**

- **Recognise other's work.** When we use or take others' work or ideas from the internet, we need to make sure we copy or use these in ways that are okay because there are rules about this. If it has a Creative Commons License you are allowed to use copyrighted work and use it for your own use and is one of several public copyright licenses that enable the free distribution of an otherwise copyrighted "work". Your teacher will help you to use things you find online in the right ways. The Creative Commons License is available online.
- **User profiles.** Only log into the profile that has been created for you.
- **Passwords.** Passwords are created for each individual student. There should be no need to know another student's password or to change it without their knowledge.
- **Email usage.** The email given to you at school is for your school use only, using your email to sign up to anything other than school resources is not permitted eg. Social Media.
- **Non school emails.** Non school emails are not permitted. Students must log into their school account using only their SPS email. This makes sure they are protected with the rules we have in place to keep students safe online.
- **Messaging offsite.** Students are not permitted to message offsite without consent. This includes any type of contact; using emails, Docs etc. You must seek permission from a teacher or other staff member before this can happen.



**STRATFORD PRIMARY SCHOOL**  
 Regan Street, Stratford 4332  
 P. 06 765 6938 E. principal@sps.kiwi.nz  
[www.sps.kiwi.nz](http://www.sps.kiwi.nz)



- **Hapara.** All Year 3 to 8 students are on Hapara. Students caught using a different email to get around Hapara will have their accounts suspended. Any student caught deliberately bypassing Hapara will result in the same suspension.
- **VPN.** The use of a VPN to get around any school system is prohibited.
- **Loss of Licence** - If in the opinion of the staff member, the student’s actions/behaviour is intentionally against the Stratford Primary School Values and expectations listed above, they will lose the right to use devices and the school Internet for one of the periods listed below.
- 1 week → 2 weeks → Term → Year.

**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 Stratford Primary School. There may be some actions that my school might have to take, such as not being able to use the school device or a device I have brought from home.

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.

I will not damage a device purposely, otherwise my parents/caregivers will be charged.

Signed \_\_\_\_\_ 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 there may be consequences or outcomes that the school will talk about with me.

Signed \_\_\_\_\_ Name: \_\_\_\_\_

Date \_\_\_\_\_