

Westlake Boys High School

Student User Agreement



Digital technology continues to create opportunities to learn and connect our school community. Westlake Boys High School believes in using a digital citizenship model to support safe, responsible and ethical use of digital technology and online spaces as it helps our online environment to be a positive place for everyone. Students and staff can review this agreement and the role that Westlake Boys High School will take in providing a safe online and offline environment at wbhs.nz/safeonline.

This agreement outlines expectations and responsibilities of students as a member of our online community. It will also be used to support discipline processes when necessary.

As a digital citizen, you will:

- **Keep it positive.** Always respect others online and communicate in a constructive way. Do not create or publish content that is indecent, threatening or offensive.
- **Protect privacy.** Do not disclose sensitive personal information about yourself or another person in any digital communication. This includes sharing passwords, accessing devices or online sites belonging to others without consent and taking screenshots and sharing this content without consent.
- **Act cautiously.** Anything you post or do online can influence what people think of you. Likewise, always think carefully about whether the information you see online is true. If you are unsure of something talk to a teacher.
- **Avoid online bullying.** Creating or forwarding content that is harmful, inappropriate or hurtful is never okay at any time, and may breach legislation (The Harmful Digital Communications Act). If you are harassing people by sending multiple messages this is also considered online bullying and is unacceptable.
- **Be security smart.** Keep personal information safe and secure by using strong passwords and not sharing them with others. This includes not accessing devices or online sites belonging to others without consent, nor taking screenshots and on-sharing their personal content without their knowledge and permission.
- **Check consent.** Before downloading software to the school network or onto devices, seek permission. Interfering with the school systems, digital technologies, equipment/network or the online security of another person is never okay at any time.
- **Recognise others work.** Follow copyright and intellectual property requirements by attributing references, images, text, audio and video appropriately.
- **Respect the rights of others.** Only record and share video, photo or audio content if the people in it know it has been taken and have provided their consent.
- **Use personal devices sensibly.** Keep your device(s) on silent during school hours and only use it outside of class time unless you have been given permission to use it during lessons.
- **Seek help.** Sometimes you or someone you know will feel unsafe or come across inappropriate or hurtful online content and behaviours. If this happens talk to a trusted adult or a Dean about what can be done, or contact Netsafe directly. You can also report an incident using the online form on wbhs.nz/safeonline or through Netsafe.
- **Respect Tools and ICT Services.** Respect all ICT systems in use at school and treat all ICT equipment/devices with care. The expectations, behaviours and values required when using digital technologies at school, any online tools and platforms, and the school's systems and network apply to all devices used at school whether they are owned by school or if it is a personal device.

I understand and agree to support and uphold these expectations and responsibilities outlined in this agreement. I know that if my actions or behaviours do not align with the User Agreement there may be consequences. This may include the loss of access to the internet on school owned devices or personally owned device used at school. If the breach is deemed to be serious, further disciplinary action may be taken.

Student name	Student Signature	Parent Signature	Date
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