

Years 7–13 Student Technology Acceptable Use Agreement and Student Code of Conduct



Marsden offers access to the Internet to all pupils who have indicated they have read, understood and agree with the Student Technology Acceptable Use Agreement and the Student Code of Conduct Guidelines. They are both below and are also available on <https://www.marsden.school.nz/about/enrolments/terms-and-conditions/>

You are required to abide by the guidelines and the information below. If you breach any conditions there may be serious consequences. You will be asked to sign this each year.

Years 7–13 Student Technology Acceptable Use Agreement

I understand my school provides technology tools for me to use to support my schoolwork and my communication with others (including my peers, teachers and parents) about my learning. I understand the school allows me to use my own technology to support my learning when I have obtained my teacher's permission.

- I will always aim for the highest standard possible in all the ways I use technology and communicate online
- I will always think critically, creatively and reflectively about the material that I contribute online, about the way I share it and with whom I share it
- I will respect others opinions, beliefs and ideas in online communication and I will be fair and honest in what I say and do online
- I will be responsible and accountable in what I say and do online
- I will act ethically online
- I will help others to act in a responsible, ethical way in the use of technology.

I understand that if I do not use technology in a responsible and ethical manner I will be held accountable for my actions and may lose access to school technology or face other consequences.

Please read the following Student Code of Conduct Guidelines.

Student Code of Conduct Guidelines

Purpose

The purpose of this Code of Conduct is to outline acceptable behaviour by students when using Information Technology and online sharing.

Guidelines

We have created these guidelines for you to follow when accessing and/or representing the school in the virtual world.

 *Please do the following:*

Use good judgment

- We expect you to use good judgment in all situations
- You must be aware of and follow the school's required codes of conduct and privacy policy
- Regardless of your privacy settings, assume that all of the information you have shared online is public information.

Be respectful

- Always treat others in a respectful, positive and considerate manner if representing the school, and/or school community e.g. sports teams, on Facebook/other social media etc.

Be responsible and ethical

- Unless you are approved to represent Marsden School, do not comment on school matters on any personal online forums
- Check with a teacher before sending any form of communication to anyone outside of school.

 *Don't share the following:*

Confidential information

- Do not publish, post or release information that is considered confidential or not public. If it seems confidential, it probably is. Online "conversations" are never private. Do not use your birth date, address, and mobile phone number on any public website. Do not put anything in writing or post images that could reflect badly on Samuel Marsden Collegiate School. Be aware that anything you write or post can be shared.

Private and personal information

- To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations
- NEVER give out or transmit personal information of other students, parents, or staff

- Don't take information you may receive through online sharing (such as email addresses, names or telephone numbers) and assume it's the most up-to-date or correct
- Always respect the privacy of other students, staff and school community members.

Please be cautious with respect to:

Images, music and video

- Respect brand, trademark, copyright information and/or images of the school (if applicable). This also applies to music and videos
- With permission, you may use photos and/or videos (without alteration) that are available on the school's website
- It is generally not acceptable to post pictures of other students without their permission. Some parents have explicitly asked that their child's photo is not published online – check first!
- Do not post pictures of others (coaches, team members etc.) without their permission
- Ensure you use good quality and appropriate images that reflect the Marsden spirit.

Other sites

- A significant part of the interaction on social networks involves passing on interesting content or linking to helpful resources. Don't blindly repost a link without looking at the content first
- Do not post school related content on your personal sites without permission
- Pay attention to the security warnings that pop up on your computer before clicking on unfamiliar links. They actually serve a purpose and protect you and the school
- When using online social tools, be sure to follow their printed terms and conditions.

And if you don't get it right...

- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix it. Ask for help!
- Apologise for the mistake if the situation warrants it
- If it's a MAJOR mistake e.g. exposing private information or reporting confidential information, please let someone know immediately e.g. your Dean, the Principal or a member of the Senior Management Team so the school can take the proper steps to help minimise the impact it may have.

Netiquette

- Users should always use the internet, network resources (including all school owned ICT equipment and devices), email and online sites in a courteous and respectful manner
- Users should also recognise that among the valuable content online there is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet
- Users should also remember not to post or communicate anything online that they wouldn't want parents, teachers, students or future colleagues or employers to see. Once something is online it is out there—and can sometimes be shared and spread in ways you never intended.

Personal Safety

- If you see a message, comment, image, or anything else online that makes you concerned bring it to the attention of the Principal or a member of the Senior Management Team immediately
- Users should recognise that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.

Cyberbullying

Cyberbullying will not be tolerated. Don't send emails or post comments that could scare, shame, hurt, or intimidate someone else. Engaging in these behaviours, or any online activities that can harm (physically or emotionally) another person, is not acceptable. Please be aware that the school takes cyberbullying seriously and that cyberbullying can be considered a crime.

Examples of Acceptable Use

✔ *You will:*

- Follow the same guidelines for respectful, responsible behaviour online that you are expected to follow offline
- Logon using your own name and password at all times. Do not allow anyone else to logon as you or have access to your passwords
- Remember that etiquette for use of school email applies regardless of whether email is being used at school or at home
- Treat online sharing carefully, and alert your Dean, Principal or a member of the Senior Management Team if there is any problem

- Comply with any laws governing copyright in relation to material owned by others
- Encourage positive, constructive discussion when using communicative or collaborative technologies
- Alert your Dean, the Principal or a member of the Senior Management Team if you see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online
- Report any breakages or damages of school ICT equipment and devices to a staff member
- Be cautious to protect the safety of yourself and others
- Apply these guidelines for acceptable use to any privately owned device or equipment that is brought to school or any school-related activity. Any images or material on your device/equipment must be appropriate to the school environment
- This is not intended to be an exhaustive list. Users should use their own good judgment when using any online tools.

Examples of Unacceptable Use

✘ *You will not:*

- Use online sharing in a way that could be personally or physically harmful to yourself or others
- Engage in cyberbullying, harassment, or disrespectful conduct toward others
- Try to find ways to circumvent the school's safety measures and filtering tools
- Use language online that would be unacceptable in the classroom
- Access, share, post or link to content that is age restricted or contains illegal or indecent content, including defamatory, vilifying or misleading and deceptive content
- Use peer to peer file-sharing networks

This is not intended to be an exhaustive list. Users should use their own good judgment when using social media.

Limitation of Liability

Samuel Marsden Collegiate School will not be responsible for damage or harm to persons, files, data, or hardware.

Violations of these Code of Conduct Guidelines

Any breach of these Code of Conduct Guidelines may have serious consequences.