Student Responsible Use Agreement

If I experience an issue with my device:
During at-home learning / holidays / weekends:
1. If there is a technical issue, I will contact helpdesk@edgewater.school.nz or 021 088 11086.
2. If damage does occur, I will report it as soon as possible to helpdesk@edgewater.school.nz.
3. If the device is lost or stolen, I will report it as soon as possible to principal@edgewater.school.nz. If requested I will also report its loss or theft to the police.

During at-school learning
1. Take the device to Mr Reid (his office is labeled 'IT support' and is located next to E13) at interval or lunchtime.

Your responsibilities as a responsible Edgewater College Digital Citizen:

- **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 or other trusted adult.
- **Online bullying.** Incidents of online bullying or harm *will not be tolerated at our school.* If you or somebody else is being bullied or harmed online, it's never okay at any time. It's important to keep the evidence of what is happening to you or someone so this can be investigated. Don't put yourself at further risk by continuing any contact with the person or people who are bullying online or creating harmful or hurtful content. It's very important to let someone at school (e.g. your Mentor teacher or Dean) know what's happening so you can get the right help and support you need. You should also consider talking to a trusted adult like your parent, your whānau or guardian for support. Creating or forwarding content that is harmful, inappropriate or hurtful may also 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.
- **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 about what can be done or contact Netsafe directly.

If I notice Edgewater College students not meeting these expectations I will:

- **Report it.** You must report any online incident as soon as you can to your Mentor Teacher or Dean. If you are not sure who to contact you can email principal@edgewater.school.nz. Once we are made aware of any problem, we will assess the problem and work with you and your family / whānau to resolve it.
- **Online safety support.** Netsafe is an online safety organisation that is also available to help. They provide free confidential advice seven days a week for all online safety challenges. They can be contacted on 0508 638723 or online at netsafe.org.nz.