I.C.T User Expectations for Waitākiri Primary School: Yr 5/6

Digital technologies and devices like iPads and computers are tools that can help us learn at school in all sorts of ways. We can look at interesting things online, talk to people, create new ideas, and learn how to do different things on apps and websites.

When we use digital technologies, we need to learn how to keep ourselves safe, and make good choices in ways we behave when we are online. At Waitākiri we call this being a 'digital citizen'. Good digital citizens help to make our school a safe and positive place for everyone.

These expectations share what Waitākiri does to help make learning online safe, and what we need all to do. It is not always easy to understand everything about online spaces, because there are so many things to use and explore, and that's why it's important that we all try to make it as safe as possible.

Waitākiri School's Role

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

Waitākiri wants to help you learn in the best ways we can, and keep you safe at school.

We will do this by:

- helping you to know what you need to do to keep safe online
- helping you to know what to do if it you are worried or upset by anything or anyone online
- making sure we have learning times at school where you can find out more about keeping safe online and safe ways to use your device or computers

YOUR ROLE

This section outlines the rules for using digital technology in school and as a member of the school community

We want our school to be a place that is safe and friendly, where we can learn, play and explore. To do this we need everyone to choose safe, careful, and fair ways of using devices and online spaces. As a digital citizen this means 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.

- **Don't 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 doesn't 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.
- **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. Your teacher will help you to use things you find online in the right ways.
- **Use devices sensibly-** Devices are to be used explicitly for learning. It is at the teacher's discretion when and how you use your device.
- **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.

WHEN THINGS GO WRONG ONLINE

This section outlines how students can seek support and help

Even when people try to do the right thing, sometimes things go wrong. If you or somebody you know does something online that isn't okay maybe by accident or on purpose, your teachers at Waitākiri will help you to sort it out. If you see things online that make you feel worried or upset, your teachers will help you sort it out. The important thing is to tell a teacher or another adult you trust.

Online bullying. Online bullying is not okay at our school at any time. If somebody is saying mean or hurtful things about you or somebody else online, talk to a teacher or trusted adult. They will help you with what to do. Don't delete or hide the messages or pictures because these are important to show what has been happening. Turn your screen off and then go tell a teacher or trusted adult.

Report a problem. If you see something online that you don't think should be there, tell a teacher or a trusted adult at school as soon as you can. This is really helpful, and means we get to fix the problem quickly. The school will look and see how to fix it, and take away the problem.

Online safety support. Netsafe helps people to be safe online. They can help you or your family if you are having problems online. They have free, private help for you and your family for any online safety problems, and they are there to help seven days a week.

You can get hold of them on the phone 058638723, or their website at netsafe.org.nz

Korimako Studio

		REAL HEROES ONLINE...
Respectful	**R**	• Only positive material and websites • Take care of the iPads • Tell a teacher or adult if you find a website, image or comment that you know is not right
Encourager	**E**	• Encourage others to try new things on their iPad to help with their learning • Be an iPad Expert and share your skills with others • Be polite and kind to others online. Never send a message you would not say face to face
Achiever	**A**	• Be creative and explore new learning opportunities • Use an iPad to extend your thinking and learning
Lifelong Learner	**L**	• Evaluate your sources – not everything on the internet is true • Never give out personal information • Learn new skills from other learners • Share my learning with others

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