



Western Springs College - Ngā Puna o Wāiorea

Digital technology and online User Agreement for students/ākonga.

This agreement outlines the rights & responsibilities of students/ākonga & the role of the school in our digital learning spaces. Safe, responsible, positive and ethical use of digital technology and online spaces is expected. This agreement will be used to support discipline processes when necessary

Student/ākonga rights and responsibilities:

As a student/ākonga of Western Springs College - Ngā Puna o Wāiorea and a member of our community, it is expected that you will live our school value of *Fairness/Tautikātanga* in digital spaces.

In line with our school value of *Sustainability/Tautiakitanga* you will maintain (keep doing) positive behaviours which make you a [digital citizen](#)

How you will do this:

***Be fair to yourself:***

- Protect your digital safety
  - Use strong passwords
  - Don't share your password with others
  - [Ask for help if someone's online behaviour is bothering you](#)
  - Understand the [Harmful Digital Communication Act](#) so you don't break it
  - Block, Ignore, Report, Delete online content when necessary
- Leave your phone at home or put it in your bag for the day
- [Only turn in work that is your own](#)
- Follow the [AI student/ākonga guidelines](#) about what you can and can't do with AI tools

***Be fair to others:***

- Respect your teachers' expectations around digital devices & earphones
- Keep online posts/messages/images positive & respectful of other people
  - Think before you post or share - Is it true, helpful, inspiring, necessary, kind?
- Do not take part in catfishing/pretending to be someone you are not

- Ask for consent before you take or share other people's image or information about them
- Do not use the school logo for personal profile pictures
- Protect the rights of others by referencing their content
- Support others if they are being treated badly online by [encouraging them to seek help](#) &/or being an upstander & getting help for them yourself
- Report to your HOH if you receive any confidential emails or have access to data that is not intended for you.

How we will do this (WSCW's role and responsibilities):

***We will oversee and support students/ākonga in digital spaces by:***

- Promoting the positive and sustainable online safety behaviours mentioned above to create the safe use of digital spaces and to minimise cyberbullying
- Providing learning opportunities to increase digital fluency (skills and citizenship)
- Supporting students/ākonga/ and staff/kaiako in using AI in a way that is consistent with the school's values and ethical standards
- Making students/ākonga aware of the importance of using AI responsibly, and the ethical considerations & potential biases in Generative AI tools
- Offering equitable access to devices and the internet
- Using filtering software to minimize access to inappropriate online content
- Having a process to support students/ākonga when something serious or illegal happens even if it takes place outside of school hours. This might include getting in touch with the Police or Netsafe.
- Securing the personal information the school collects about you
- Protecting your freedom of expression under New Zealand's Bill of Rights
- Supporting you to understand and uphold the [Harmful Digital Communications Act](#)

Student/ākonga Declaration

- I am aware of the expectations, behaviours and values required of me at school when I use digital spaces
- 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 this User Agreement there may be consequences based on our student/ākonga behaviour management system

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

Parent/ Whānau/ Guardian Declaration

I know that if my child behaviours or acts in ways that don't align with those detailed in this User Agreement there may be consequences which the school will talk to me about.

Name \_\_\_\_\_ Signed\_\_\_\_\_Date \_\_\_\_\_

Further Information: Western Springs College - Ngā Puna O Waiōrea [School Policy on Digital Technology & Online Safety](#)