

## MISSION HEART and SOUL

To live as part of a Catholic community and respond to our call to follow in the footsteps of Jesus.

*"You shall love the Lord your God with all your heart, and with all your soul, and with all your strength, and with all your mind; and your neighbour as yourself" Luke 10:27*

## EDUCATION HEAD and VOICE

Become confident, connected, actively involved lifelong learners and followers of Christ who are learning through the direction set by the NZ Catholic and NZ Curriculums.

*"For the Lord gives wisdom; from his mouth comes knowledge and understanding." Proverbs 2:6-7*

## SERVICE HANDS and FEET

To live out the Gospel values and make a difference in the world, guided by the Holy Spirit and Catholic social teachings.

*"And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him." Col. 3:15-17*

# St Columba's Catholic School Student User Agreement procedure for Yr 0 - Yr 6 students

## User Guidelines

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 St Columba's Catholic School we call this being a 'digital citizen'. Good digital citizens help to make our school a safe and positive place for everyone.

This agreement shares what St Columba's Catholic School does to help make learning online safe, and what we need 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.

## St Columba's Catholic School role

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

St Columba's Catholic School 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 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.** When you are online, think about others and talk or share in a kind way.
- **Keep it to yourself.** Keep your passwords and information about yourself or other people safe and private.
- **Keep it careful.** Think carefully about what you share and make sure it's something you are proud of and would be happy sharing with someone else face to face.
- **Keep it real.** Not everything you see online is real. It might look or sound real, but some things are made up or fake, so be careful to check or ask a teacher if you're not sure.

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- **Keep it honest.** When we copy or use words, pictures and ideas from the internet, we need to make sure we share these things in the right way and follow the rules for sharing things that don't belong to us.
- **Keep it fair.** Make sure you check with others if it is okay to record them or share photos or videos with them in it. They should have a say in what happens to things that go online if they are in them.
- **Keep it responsible.** If you bring your own device to school, use it in ways, and at the times that your teacher says it is okay to.

## 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 [Insert school] will help you to sort it out. If you see things online that make you feel worried or upset, your teachers [Insert school] 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](http://netsafe.org.nz)