



## Sacred Heart College and Hostel Digital Citizenship Contract

Section A: Introduction

Section B: Digital Citizenship Contract Rules for Sacred Heart College Students and Boarders

Section C: Digital Citizenship Contract

### Instructions

1. Students/boarders and parents\* please read and discuss all sections carefully.
2. Please keep sections A, B and C for future reference.
3. If you have any questions about this agreement please contact the College/Deputy Headmaster Boarding.

\* The term 'parent' used throughout this document also refers to legal guardians and caregivers.

### Important terms used in this document:

- (a) The abbreviation '**ICT**' in this document refers to the term 'Information and Communication Technologies'. ICT is defined as technologies that provide access to information through telecommunications.
- (b) '**Digital Citizenship Contract**' refers to the safe use of the Internet and ICT equipment/devices, including student/boarder owned devices.
- (c) '**College and Hostel ICT**' refers to the College and Hostel's computer network, wired and wireless access, Internet access facilities, computers, and other school and boarding ICT equipment/devices as outlined in (d) below.
- (d) The term '**ICT services**' used in this document, includes but is not limited to, computers (such as desktops, netbooks, tablets, smartphones, ipads, laptops), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use.
- (e) '**Objectionable**' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with the Catholic, Marist and Champagnat Special Character of the College and Hostel. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.

Additional information can be found on NetSafe's website [www.netsafe.org.nz/ua](http://www.netsafe.org.nz/ua)

## Section A

### Introduction

The measures outlined in this document are based on the Catholic, Marist and Champagnat Special Character of the College and Hostel and their core values.

The College and Hostel's computer network, Internet access facilities, computers and the College and Hostel ICT equipment/devices bring great benefits to the teaching and learning programmes at Sacred Heart College and to the effective operation of the College and Hostel.

Sacred Heart College/Hostel has rigorous Digital Citizenship Contract practices in place, which include Digital Citizenship Contracts for all school and boarding staff and students.

The overall goal of the College and Hostel in this matter is to create and maintain a Digital Citizenship Contract culture which is in keeping with the Special Character of the College and Hostel, and legislative and professional obligations. This agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with Digital Citizenship Contract breaches which undermine the safety of the College and Hostel environment.

All students/boarders will be issued with a contract and once signed and returned to the school, students/boarders will be able to use the College and Hostel's ICT services.

The school and boarding computer network, wired and wireless access, Internet access facilities, computers and other College and Hostel ICT equipment/devices are **for educational purposes appropriate to the Catholic College and Hostel environment.**



## ■ Section B

### Rules to help keep Sacred Heart College Student/Boarders Cybersafe

This section contains rules and expectations that outline the use of College and Hostel owned ICT equipment and student/boarder owned devices.

As a safe and responsible user of ICT, students are required to comply with the following:

1. I cannot use the College or Hostel ICT services until my parent and I have read and signed my use agreement form (see Section C) and returned it to the College.
2. I will log on only with my own school user name. I will not allow anyone else to use my user name.
3. I will not tell anyone else my password.
4. While at school, the Hostel or a College or Hostel related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
5. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone or the College or Hostel itself, even if it is meant as a joke.
6. I understand that the rules in this use agreement also apply to student/boarder owned devices. I will use my device during the school day only for purposes appropriate to the College and Hostel environment and as directed by teachers and supervisors in the classroom or Hostel facilities.
7. I understand that I can use the Internet at the College or Hostel only for purposes appropriate to the College and Hostel environment and as directed by teachers in the classroom and Hostel supervisors.
8. While at the College/ Hostel I will not:
  - Access, or attempt to access, inappropriate, age restricted, or objectionable material
  - Download, save or distribute such material by copying, storing, printing or showing it to other people
  - Make any attempt to get around or bypass security, monitoring and filtering that is in place at the College or Hostel
9. If I accidentally access inappropriate material, I will:
  - a) Not show others
  - b) Turn off the screen or minimise the window and
  - c) Report the incident to a teacher or Hostel staff member immediately.
10. I understand that I must not download any files such as music, videos, games or programmes without the permission of a teacher or Hostel supervisor. This makes sure the College and Hostel complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.
11. I understand that these rules also apply to any student/boarder owned device I bring to the College or Hostel or a College or Hostel related activity. Any images or material on such equipment/devices must be appropriate to the College and/or Hostel environment.
12. I will only connect a device (such as a USB drive, camera or phone) to, or attempt to run any software on, College or Hostel ICT with a teacher or Hostel staff member's permission.
13. If I identify a security problem in the Internet or in the College or Hostel's network, I will notify a teacher or Hostel supervisor immediately. I will not demonstrate the problem to other users.
14. I will not intentionally seek information on, obtain copies of or modify files, other data or passwords belonging to another user or misrepresent other users on the network.
15. I am aware that vandalism will result in the cancellation of privileges as well as possible further sanctions cited in the College rules. Vandalism is defined as any malicious attempt to harm, modify or destroy computer hardware, data of other users, the Internet or any associated network.
16. I will ask a teacher or Hostel supervisor's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers, and photos.
17. I will respect all ICT systems in use at the College and in the Hostel and treat all ICT equipment/devices with care. This includes:
  - Not intentionally disrupting the smooth running of any College or Hostel ICT systems
  - Not attempting to hack or gain unauthorised access to any system
  - Following all College and Hostel Digital Citizenship Contract rules, and not joining in if other students or boarders choose to be irresponsible with ICT
  - Reporting any breakages/damage to a staff member.



18. I take full responsibility for any personal device and any College or Hostel device that is issued to me. Insurance of any personal device is the responsibility of the Parent/guardian.
19. I understand that the College or Hostel may monitor traffic and material sent and received using the College or Hostel's ICT services. The College and Hostel may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
20. I understand that the College or Hostel may audit its computer network, Internet access facilities, computers and other College or Hostel ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
21. I understand that if I break these rules, the College/Hostel may inform my parent(s). In serious cases the College and/or Hostel may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the College and/or Hostel to inform the police.
22. I will act responsibly with the use of ICT equipment and not abuse the trust which has been placed in me as a Sacred Heart College student/boarder.

## Rules and expectations specific to student and/or boarder owned devices

23. Students/boarders must bring their device to school and to study sessions (boarders), with it fully charged. Students/boarders are not to charge it at school.
24. Student/boarder owned devices only connect to the Internet via the school's wireless system (no use of personal hotspots from other devices). The network allows the College and Hostel to know who is connected and where they are within the College or Hostel.
25. Students/boarders must adhere to the College and Hostel's Internet policy. Students/boarders are required to enrol every day to use the Internet browser and this logs which sites have been accessed by the student/boarder. Data on current and historical browsing is monitored and can be accessed by system administrators, who can follow up on this at any time.
26. In the classroom or boarding study environment:
  - The 'Messages' app is not to be used at anytime during the school day or Hostel study time
  - Sounds:
    - The mute button must be on
    - All sounds within the Settings for Ringtone, Text Tone, New mail, Sent Mail, Tweet, Facebook Post, Calendar Alerts and Reminder Alerts, Lock Sounds and Keyboard Clicks must be set to None / Off.
    - Students/boarders must erase their app History before the start of every lesson and study time
    - Students/boarders should turn off the Bluetooth
    - Students/boarders are encouraged to use a photo of the timetable as their Wallpaper so that they know which device is theirs easily.
    - Any staff member can view the app history of a students/boarders device at anytime.
  - Wider use around the College or Hostel (that may include in the classroom/ lesson time or boarder study time)
    - Students/boarders must not take photos or videos of any other students or boarders without their express permission
    - Students/boarders must not take any photos or videos of staff without their expressed permission
    - Students/boarders must not post any photos or videos online without the expressed permission of those involved.
    - At or before bedtime, boarders will store any personal devices in a secure area and will not access it throughout the night
27. Staff
  - Staff are expected to manage/monitor the use of devices in their lessons/boarder study sessions by:
    - Reminding students/boarders to clear their app history before they start the lesson/study
    - Checking their app history at any time during the school and Hostel day
    - Ensuring that the device is visible by staff at all times
    - Ensure that no Sounds are 'On' as per above (in the student/boarder section)
28. Parents
  - Parents are asked to support their son with his use of the device by:
    - Ensuring that they are talking with him regularly about the device's uses
    - Providing him with a place to charge it every day (preferably in the evening)



- Ensuring that after homework has been completed, or after an agreed time each evening, the device is placed in a communal area (kitchen/dining/lounge), not being used by the student, and can be left to charge
- Communicating with the College or Hostel if they are unhappy about how their son is using the device.
- Insuring the device if thought necessary (the College and Hostel carry no insurance for them)

### 29. Hostel

- Sacred Heart College Hostel is expected to support boarders with the use of the device by:
  - Providing a secure place for its storage
  - Providing places for it to be charged

## Section C - Sacred Heart College Digital Citizenship Contract

### To the student/boarder and parent/legal guardian/caregiver, please:

1. Read this page carefully to check that you understand your responsibilities under this agreement
2. **Keep this contract for future reference.**

### We understand that Sacred Heart College/Hostel will:

- Encourage students/boarders to use technology in a way appropriate to a Catholic, Marist and Champagnat environment
- Use its best effort to keep the College/Hostel cybersafe, by maintaining an effective Digital Citizenship programme. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or College ICT services at school or in the Hostel or at College or Hostel related activities, and enforcing the Digital Citizenship rules and requirements detailed in use agreements
- Keep a copy of this agreement form on file
- Respond appropriately to any breaches of the use contract
- Encourage and support College Digital Citizenship education designed to complement and support the use agreement initiative
- Welcome enquiries from students/boarders or parents about Digital Citizenship issues.

### Section for student/boarder

#### My responsibilities include:

- I will read this Digital Citizenship Contract carefully
- I will follow the Digital Citizenship Contract rules and instructions whenever I use the College or Hostel's ICT
- I will also follow the Digital Citizenship Contract rules whenever I use student or boarder owned devices on the College or Hostel site or at any College or Hostel related activity, regardless of its location
- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the College/Hostel or other members of the College/Hostel community
- I will take proper care of College and Hostel's ICT resources. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement
- I will keep this document somewhere safe so I can refer to it in the future
- I will ask the College staff/Hostel staff if I am not sure about anything to do with this agreement.

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Print, sign and return this section only to the College Office.

## Part II

I have read and understood my responsibilities and agree to abide by this Digital Citizenship Contract. I know that if I breach this use agreement there may be serious consequences.

Student/Boarder Name (please print): .....

Signature: .....

Year/Homeroom: ..... Date: .....

## Section for parent/legal guardian/caregiver

### My responsibilities include:

- I will read this Digital Citizenship Contract carefully and discuss it with my son so we both have a clear understanding of their role in the College and Hostel's work to maintain a cybersafe environment
- I will be responsible for the insurance of any personal device
- I will ensure this use agreement is signed by my son and by me, and returned to the College, and which will be forwarded to the Hostel (if applicable)
- I will encourage and expect my son to follow the Digital Citizenship Contract rules and instructions
- I will contact the College/Hostel personnel if there is any aspect of this use agreement I would like to discuss.

I have read this Digital Citizenship Contract and am aware of Sacred Heart College initiatives to maintain a cybersafe learning environment, including my son's responsibilities.

Name of Parent/Guardian: .....

Signature of Parent/Guardian: ..... Date: .....

### Please note:

This agreement for your son will remain in force as long as he is enrolled in Sacred Heart College and/or Boarding. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.

Please read, sign and return this form with your Application Form.

It will be recorded on the College database and kept on file.

## Sacred Heart College

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