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Digital Citizenship Policy

Rationale

Paparangi School supports Digital Citizenship for the promotion of safe and responsible use of technology.

The board recognises that by fostering a culture of successful digital citizenship in our students, staff and our wider community we are encouraging everyone to take responsibility for themselves and others in their use of ICTs. This allows us to harness the potential that technology brings to the teaching and learning process, while minimising *and* learning to effectively respond to the challenges we may experience while using them in a learning context.

The board is aware that preparing our students to make effective use of ICTs is an important part of their preparation for participation and contribution in society today and into the future. It is our belief that we must prepare our students to actively participate in the world in which they live. It is clear that a key skill in this new world will be their ability to participate as effective digital citizens. An important part of learning these skills is being given the chance to experience the opportunities, and the challenges presented by technology in a safe, secure and nurturing environment, where clear, effective guidance can be sought as students and teachers learn together.

The board recognises that its obligations under the National Administration Guidelines extend to use of the internet and related technologies.

Policy

Paparangi School will develop and maintain procedures around the safe and responsible use of the internet and related technologies (ICTs). These digital safety procedures will recognise the value of the technology and encourage its use in a teaching and learning context while helping to minimise and manage the challenges that may be experienced by students, teachers and the wider school community.

The school will consult with parents and the wider school community, as to how it intends to use ICT and where possible explain how it benefits the teaching and learning process.

These procedures will aim to not only maintain a safer school environment, but also aim to address the need of students and other members of the school community to receive education about the safe and responsible use of information and communication technologies.

Approved:	April 2016
Review date:	April 2019

Digital User Guidelines

A New Zealand Digital Citizen:

- is a confident and capable user of ICT
- uses technologies to participate in educational, cultural, and economic activities
- uses and develops critical thinking skills in cyberspace
- is literate in the language, symbols, and texts of digital technologies
- is aware of ICT challenges and can manage them effectively
- uses ICT to relate to others in positive, meaningful ways
- demonstrates honesty and integrity in their use of ICT
- respects the concepts of privacy and freedom of speech in a digital world
- contributes and actively promotes the values of digital citizenship

Digital devices and the internet provide opportunities for children to learn in new and interesting ways, often in ways not possible using other resources or approaches. When used strategically ICT is a valuable learning resource with many uses in classrooms and beyond. Being a responsible digital citizen is the responsibility of the Board, staff, parents and students. The Digital Safety Agreements for staff and students provide a framework for using digital devices and the internet to enhance learning.

Digital Safety Agreements: Students and Staff

These guidelines support the intent of the Digital Safety Agreements:

Printing Etiquette

- Think carefully before printing. Is it necessary? Can it be viewed on the screen or via data projector instead? Print multiple pages double-sided and/or reduce to A5 or copy into a booklet.
- Ensure black and white is your default. Be mindful of printing in colour - each page of colour is 10 times the cost of B&W.
- Children are expected to seek permission from teachers before printing.

Technical Support

- The school has a partnership with Norcomm. A technician visits the school fortnightly to problem solve and troubleshoot issues. Inform the office manager if you have a computer fault.
- Encourage students to report faults in a timely manner.

Care and Security

- Regularly clean digital devices in your classroom. Wipe the screen, keyboard and keep the storage area clean.
- No food or drink is to be consumed near computers.
- Store computers in a secure area. Do not leave digital devices in view of windows overnight or at the weekends.