

Name: \_\_\_\_\_

Tutor Group \_\_\_\_\_

**St. Patrick's College, Wellington**

**Digital Citizenship and Online Safety**

As a student at St. Patrick's College, Wellington I agree to abide by the following rules. I also understand that these rules apply to using any digital device (computer, tablet, mobile phone or electronic device) of any sort while at school.

1. I understand the main purpose of digital devices at College is to support **learning**, and will only use digital devices for learning in class.
2. I will log on only with my user name. I will not tell anyone else my password. **I am responsible for any activity that occurs on an electronic device under my log in.**
3. I understand that I must treat devices and others with **respect**. I must not, at any time, have **any involvement with digital devices to upset, offend, harass, threaten or in any way harm anyone** or the College, even if it is meant as a joke.
4. **I will not access**, or attempt to access, inappropriate, age restricted, or **objectionable material**.
5. I will **respect** the wish of the College to protect our **community**, and will not make **any attempt to bypass security**, monitoring and filtering that is in place at College. I will report any misuse of the system to a staff member.
6. I understand that I must **not download any files** such as music, videos, games or programmes without the permission of a staff member.
7. I will not connect any device (such as a USB drive, camera or phone), or attempt to **run any software on College owned digital devices without a staff members permission**. I acknowledge that the extent to which I use a digital device in the classroom is determined by the teacher and that this may vary widely from class to class and teacher to teacher.
8. I will ask a **teacher's permission before giving out any personal information** (including photos) online about myself or any other person.

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9. I am **fully responsible for my own ICT equipment** and must ensure that my behaviour in no way jeopardises the **learning** of others, or interferes with their digital devices. I understand that the College is not responsible for any damage or loss that may occur to my personal digital device. I also understand that my family may be charged for repair costs if my actions have damaged the property of other individuals or the College.
  
10. I understand that to protect our **community** the **College may monitor material sent and received** using the school's network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
  
11. I understand that **inappropriate use may result in confiscation of my device** and being banned from accessing the College computer network. I also understand that if I break these rules, the College may inform my parent(s) and may take disciplinary action against me.
  
12. I will **not plagiarise works** that are found on the internet, or from any other source.
  
13. It is my responsibility to **charge my device** fully before each day at school.

### **In Summary**

When using your personal device or any equipment in the College, always remember to be sensible and positive in your actions. **You need to have good self-management skills and not to abuse the privileges and facilities** which have been provided to you. If you abuse your privileges, you are likely to lose them.

Be sure to take time at home to carefully read through this document, along with the full Cyber Safety Agreement with your parents.

Link to Cyber Safety advice from NetSafe  
[goo.gl/ka8oUb](http://goo.gl/ka8oUb)

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I have read and understand this Digital Citizenship Agreement and agree to follow it at all times.

Student's Name \_\_\_\_\_

Tutor Group \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_