Digital Citizenship Policy

Board of Trustees Minute Reference : November 2017 Part 1 Item 5.1

Date first created/ This version no. : May 2009/6

Next review date (3 year cycle) : March 2020

Owner : Learner Services Runanga;DCE Operations and Performance; DCE Ako (Digital Citizenship Guardian)

Responsibility for this policy : DCE Ako

1. Background

Up to and including version 3 this policy was named the Cybercitizen Policy. Versions 4 and 5 were named the Digital Citizen Policy.

Information and Communication Technology (ICT) has a major impact on the world in which young people live. The Board acknowledges its responsibility under National Administration Guideline (NAG) 1 to develop and implement teaching and learning strategies to address the needs of students within Te Kura’s curriculum. Under NAG 5 the Board also has a responsibility to ensure that there is a safe Information and Communications Technologies (ICT) learning environment for staff and students. Preparing Te Kura students to make effective decisions as digital citizens is an important part of their preparation for participation and contribution in society today and into the future.

In recognising that Internet safety entails giving people the skills, knowledge and confidence to maximise online opportunities, the Board delegates to management the responsibility to provide students, their supervisors and Te Kura employees with the knowledge and tools to ensure that they make safe and secure decisions which are embedded within day to day practice when using ICT for learning.

One of Te Kura’s aims is to prepare its students to actively participate in the world in which they live. Their ability to participate as effective digital citizens forms a key learning platform as part of their daily interaction. Within the online teaching and learning environment students are 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 both students and teachers learn.

This policy applies to the use of ICT at work, on or off-site both inside and outside of normal working hours and at home, and should be read in conjunction with Te Kura’s *Code of Conduct*, and the *Responsible Use of Te Kura ICT Policy* and *Procedures for staff*.

1. Definitions

Te Kura defines a **Digital Citizen** as an individual who:

* is a confident and capable user of ICT
* conducts an effective social and cultural life online and keeps themselves safe in online interactions
* views digital citizenship as an opportunity for real world learning
* makes connections by entering and exploring new learning environments
* uses technologies to participate in educational, cultural, and economic activities
* uses and develops critical thinking skills in cyberspace
* is enabled to create or join communities which extend beyond the classroom
* is literate in the language, symbols, and texts of digital technologies
* 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.
1. Policy statement

Te Kura supports a Digital Citizenship model which promotes safe and responsible use of technology. By fostering a culture of successful digital citizenship in our students, staff and our wider community Te Kura is encouraging a self-regulating community in which participants take responsibility for themselves and others in their use of ICT. This allows Te Kura to harness the potential that technology brings to the teaching and learning process, while minimising and effectively responding to the challenges that can arise while using ICT in a day to day context.

To support its staff and students to develop as successful Digital Citizens, Te Kura will:

* develop and maintain procedures around the safe and responsible use of the Internet and related ICTs. These ICT safety procedures will aim to not only maintain a safer school environment, but also to address the needs of students, Te Kura staff and other members of the school community to receive education about the safe and responsible use of ICT.
* consult with parents, whānau/supervisors and the wider school community, as to how Te Kura intends to use ICT and where possible explain how it benefits the teaching and learning process.

Te Kura will practice and promote the following attributes relating to digital citizenship:

* Ākonga (students) – Our students are active partners when we develop, plan and review digital citizenship and wellbeing, and drive the relationship for the positive use of digital technology.
* Mahi ngātahi (partnerships) – We partner with external agencies, iwi, community and whānau to support our students’ well-being.
* Kaitiakitanga (stewardship) – Our Board actively ensures digital technology is used in ways that reflect our vision and values, taking account of statutory requirements.
* Hautūtanga (leadership) – We maintain appropriate infrastructure and systems to promote the positive use of digital technology with effective guidance and procedures.
* Marau (curriculum) – We develop digital citizenship skills by modelling, promoting and valuing the demonstration of these through inclusive and collaborative approaches.
* Te tū māia (professional confidence) – We minimise risks to our students and respond appropriately to incidents and the learnings gained from these.
* Te aromātai (inquiry and review) – We engage with our community to understand the challenges for engagement with digital technology and use a range of tools and processes to track how well we are developing digital citizenship.
1. Supporting documentation

Background information used to update this policy in 2017 was drawn from the Netsafe Digital Citizenship Capability Review Tool (<https://www.netsafe.org.nz/review-tool/>)

NAG 1

NAG 5

Desirable Objectives and Practices (DOP) 11

[*Health and Safety Practical Guide for Boards of Trustees and School Leaders*](http://www.education.govt.nz/assets/Documents/Ministry/Initiatives/Health-and-safety/Tools/Health-and-Safety-at-Work-Act-2015-practical-guide.pdf)(This Ministry of Education guide provides an overview of the Health and Safety at Work Act 2015 (HSWA), and outlines the responsibilities of boards of trustees and school leaders under it.)

Ministry of Education resources to support schools and early childhood education services meet their health and safety requirements can be found here: <http://www.education.govt.nz/ministry-of-education/specific-initiatives/health-and-safety/news-updates-for-health-and-safety/>

[Education Council of Aotearoa New Zealand - Matatū Aotearoa](https://www.educationcouncil.org.nz/)

Netsafe - <https://www.netsafe.org.nz>

Tips on[*Using Public Service Announcement (PSA) Creation as an Accountability and Reconciliation Tool*](http://digital-id.wikispaces.com/file/view/Using%20PSA%20Creation%20as%20an%20Accountability%20and%20Reconciliation%20Tool%20v2.pdf/318255748/Using%20PSA%20Creation%20as%20an%20Accountability%20and%20Reconciliation%20Tool%20v2.pdf)

Children, Young Persons and Their Families Act 1989

Copyright (Infringing File Sharing) Amendment Act 2011

Education Act 1989 and Amendments

Health and Safety at Work Act 2015

Human Rights Act 1993

Privacy Act 1993

Vulnerable Children Act 2014

Child Protection Policy

Code of Conduct

Copyright and Related Rights Policy

Privacy Policy

Responsible ICT Use Policy

Guidelines for use of email at Te Kura (available at [intranet/Policies and procedures/Te Kura email guidelines](http://intranet.correspondence.school.nz/policies-and-procedures/te-kura-email-guidelines))

Website content creation and publishing – Management Procedures

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Approved as a governance policy Date

Karen Sewell

Chair

Board of Trustees