



**Otumoetai Primary School  
Digital Citizenship/Cyber Safety  
Memo of Understanding**

To ensure that Otumoetai Primary Students are using digital technologies and online tools safely we teach about digital citizenship and cybersafety.

The form below outlines an understanding between the school, your child and yourself around device care and correct digital conduct. Please go through this form carefully with your child to ensure that everyone is aware of their responsibilities when it comes to the safe use of technology.

In order for your child to use digital technologies at school you and your child will need to complete and sign the form.

**Looking After Me**

*I will:*

- only use digital technologies when I have permission
- only visit the pages I am allowed to
- only share pictures and stories about myself when my teacher tells me I can
- talk to my parents and teachers about any online friends I have
- tell my teacher or parents if anyone is unkind to me on the computer
- tell my teacher or parents immediately if I see anything that makes me feel uncomfortable

**Looking After Others**

*I will:*

- ask before I share a picture or story about a person
- be respectful and kind about others work and feelings

**Looking After Property**

*I will:*

- wash and dry dirty, sticky hands before touching digital technology.
- keep all drink and food away from technology.
- respect the technology - walk and use two hands for carrying devices, only using your finger on touch screens, return it to its storage place after use.
- be seated while using technology unless directed by the teacher

We have talked about the Digital Citizenship/Cyber Safety rules and why these are important for keeping us safe. We know that there may be a consequence if the rules are not followed.

Signed: \_\_\_\_\_ (Parent)      Signed: \_\_\_\_\_ (Child)      Date: \_\_\_\_\_

I give permission for my child's photograph to be published. (Please circle)      Yes      No

I give permission for my child's work to be published (Please circle)      Yes      No

I understand that this could result in them being publicly identified as a student of Otumoetai Primary School (school website, class blogs, wiki, school newsletters and school Facebook, school newspaper)

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_