

After-School Club Device Agreement

WESTERN BAY OF PLENTY DISTRICT LIBRARIES

I _____, understand that Western Bay of Plenty District Libraries' devices are an amazing tool to facilitate my Code Club learning and playing Minecraft. When using a device, I agree to be responsible, respectful and safe.

Rationale:

As an after-school club, we believe that the use of the internet is an educational tool; useful for learning, important for information gathering and communication. Whilst the internet provides many opportunities to support learning, we recognise that it can contain questionable and inappropriate material.

Therefore, there is a need to formalise clear parameters and agreements for a child to access the internet at Western Bay of Plenty District Libraries [*Library*] and a signature is required from parent(s) and child – see end of document.

Expectations:

- Children will be given verbal and written guidelines on how to access information
- While the *Library* will do its utmost to avoid inappropriate material being accessed, it cannot be responsible for accuracy or suitability of data
- Children are representing the *Library* and therefore the *Library's* high standard of behaviour is expected
- Children are responsible for the general care of our devices. *Devices that are broken or fail to work properly must be reported to a supervisor immediately.*

I _____, will:

Be Responsible:

- ☐ Take care of the devices by holding them carefully with two hands and keeping them away from food or drink
- ☐ Always put the device in a safe place, making sure they are never left on the ground
- ☐ Only use the apps and programmes that I have been instructed to use
- ☐ Make sure the device I am using is **Restarted** when I am finished
- ☐ If I use a *Code Club* or *Minecraft* email address, I am not permitted to:
 - Send any messages that are dangerous, inappropriate, illegal or offensive at any time
 - Use the email address to create social media accounts eg. Instagram, TikTok, etc
- ☐ I understand that I must not – at any time – use technology to harass, offend, threaten, upset, or in any way harm another person, even if it is meant as a joke.

Be Respectful:

- ☐ When a supervisor is talking or giving instructions, I will put my device down and listen
- ☐ I will not use the device to record others without their consent eg. photos, video, etc
- ☐ I will always be a good Digital Citizen.

Be Safe:

- ☐ I will never use the internet without permission

- ☐ I will only go on websites approved by a supervisor
- ☐ I will not change any settings or go into the **Settings** app without permission
- ☐ I will not personalise the Code Club or Minecraft Google account, ie.
background, theme, etc
- ☐ If I choose not to follow the above expectations, I may lose the right to use the technology. I understand that if I continue to use the devices inappropriately, my parents will be notified
- ☐ Devices damaged by misuse, neglect or other accidental damage will be repaired at the cost of the student/parents/whanau.

When Things go Wrong Online:

Even when people try to do the right thing, sometimes things go wrong. If you or somebody you know does something online that isn't okay – maybe by accident or on purpose – or you see something online that makes you feel worried or upset, your supervisor will help you. The important thing is to tell a supervisor or a trusted adult.

Online Bullying:

Online bullying is **not okay** at *Western Bay of Plenty District Libraries*. If somebody is saying mean or hurtful things about you or somebody else online, talk to a supervisor or trusted adult. They will help you with what to do. Don't delete or hide the messages or pictures because these are important to show what had been happening. Turn your screen off and then go tell a supervisor or trusted adult.

Report a Problem:

If you see something online that you don't think should be there, tell a supervisor or a trusted adult as soon as you can. This is helpful and means we're able to fix the problem quickly.

Online Safety Support:

Netsafe helps people to be safe online. They can help you or your family if you are having problems online. They have free, private help for you and your family for any online safety problems and are there to help seven days a week. To contact *Netsafe* phone 0508 638 723 or visit their website netsafe.org.nz

I understand this **Device Agreement** and know the importance of the *Library's* rules for the use of devices and the internet.

I know that if I break these rules, I may lose the right to use the *Library's* devices and that the *Library* may restrict my use of it's technology.

Students signature: _____ Date: ____/____/____.

Caregiver signature: _____ Date ____/____/____.