

STUDENT DIGITAL CITIZENSHIP AGREEMENT SECONDARY SCHOOL – 2024 / 2025

This agreement will help everyone in our school community to use digital technology safely and supportively, to enhance learning at Tenby. Please read the content carefully and sign to accept the agreement.

Privacy & Security - We care about everyone's privacy.

Students learn how to protect personal information and gain a deeper understanding of their data privacy rights so they can advocate for themselves and others.

- I will only access the INTERNET via the school's student INTERNET connection. I will not use any other means to connect to the systems needed in school.
- I will protect my own and others' information online.
- I will not share personal information about myself or other students online e.g. home address, phone number, full name, personal photos etc.
- I will keep my passwords private and will not share usernames with others, except parents.
- I will always log off before leaving a device or computer unattended.
- I will not log in with another student's username and password.
- I will only record or photograph people and post images with their permission.

Relationships & Communication - We know the power of words and actions

Students reflect on how to build positive relationships, avoid risky online talk, and understand why some topics and conversations can best lend themselves to certain mediums.

- I communicate responsibly and kindly with others.
- I will be polite and respectful in my online communications with others.
- I will not change the work of others when collaborating in shared spaces e.g. during collaborative work or via shared collaborative platforms like Teams.
- I will inform my parents and teachers, if someone cyber-bullies me or sends me inappropriate pictures or messages.
- I will be aware of whom I am sharing my files with (keeping them private, sharing with teachers and classmates or posting them publicly).

Tenby Schools Penang

Fondcare Sdn Bhd (672861-U)
No. 2, Lintang Lembah Permai 1, Tanjung Bungah,
11200, Pulau Pinang, Malaysia

tenby.edu.my/penang



Digital Footprint & Identity - We define who we are.

Students consider the benefits and risks of online sharing and explore how a digital persona can affect one's sense of self, reputation, and relationships.

- I understand that anything posted online is permanent.
 - I will think before I share because I know that it is important to have a positive digital footprint to build a great future.
 - I understand the benefits and risks of online sharing and I know how a digital persona can affect one's sense of self, reputation, and relationships.
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Cyberbullying, Digital Drama & Hate Speech - We are kind and courageous.

Students will play the active role of an upstander to build positive, supportive online communities and combat online cruelty.

- I will not use hurtful words towards others and work towards building a positive online community
 - I will not share, write, send, download, or display rude, threatening, inappropriate messages or pictures.
 - I will not visit or forward websites that are in any way inappropriate.
 - I will report any attacks or inappropriate behaviour directed at others or myself to my tutor, Head of Year, or other adult at school.
 - I will refuse to be a “bystander”, instead I will be a role model to others and support victims of cyber bullying.
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News & Media Literacy - We are critical thinkers and creators.

Students identify credible and trustworthy information sources and reflect on their responsibilities as thoughtful media creators and consumers.

- I give proper credit when I use others' work.
 - I identify credible and trustworthy information sources.
 - Plagiarism is taking the ideas of writings of others and presenting them as if they were original ideas. I will not plagiarise work I find on the Internet.
 - I will respect copyright laws by citing my sources as required (for example in coursework essays.)
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Media Balance & Wellbeing - We find balance in our digital lives!

Students go beyond screen time to explore the impact their digital lives can have on their well-being and relationships while learning to balance media in their everyday lives.

- I will respect the guidelines set by my parents at home, so that I can live a balanced and healthy life.

By signing this agreement, I understand that I need to act in a manner that is respectful to myself and others.

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I, have read this agreement and understand the Tenby digital Citizenship principles.

Student Signature: _____

Year / Tutor: _____

Parent Signature: _____

Date: _____

Please sign it and return it to the school by the deadline outlined.

This information is taken from Common Sense Media website and adapted accordingly.
'Common Sense Media. (2020).

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