# User Agreement for [Your Organisation]

## OVERVIEW

This agreement outlines **[*your organisation]’s***role in promoting digital technology for better opportunities and supporting online safety. It also outlines expectations and responsibilities of members and will be used to support disciplinary processes when necessary.

##### [Your Organisation’s] RESPONSIBILITIES

**[Your organisation]** recognises a member’s right to participate fully and safely in this organisation both online and offline.

We will do this by:

* providing information and support to ensure you are aware of, and able to meet, your responsibilities
* promoting positive online safety behaviours
* overseeing members’ use of the organisation’s digital technologies and networks
* Supporting members to connect online without reasonable restriction
* supporting members who need help dealing with online incidents
* taking action when a negative online experience occurs [even if takes place outside of the club / the season]
* securing the personal information [your organisation] collects about you
* protecting your freedom of expression under New Zealand’s Bill of Rights
* having a plan in place to support members when something serious or illegal happens. This might include contacting the Police or Netsafe.

##### YOUR RESPONSIBILITIES

As a member of our community, it is expected that you will positively contribute towards making [*your organisation]* a place that is safe, respectful, and fair online and offline. This means enacting our values in online spaces and helping to shape a positive online culture.

We expect that you will: ­

* **Keep it positive.** Always respect others online and communicate in a constructive way. Do not create or publish content that is indecent, threatening or offensive.
* **Protect privacy.** Do not disclose sensitive personal information about yourself or another person in any digital communication. This includes sharing passwords, accessing devices or online sites belonging to others without consent and taking screenshots and sharing this content without consent.
* **Act cautiously.** Anything you post or do online can influence what people think of you. Think carefully about whether the information you see online is true.
* **Avoid online bullying.** Creating or forwarding content that is harmful, inappropriate or hurtful is never okay and may breach legislation (e.g. The Harmful Digital Communications Act). If you are harassing people by sending multiple messages this is also considered online bullying and is unacceptable.
* **Be smart.** Keep personal information safe by using strong passwords and not sharing them with others. This includes not accessing devices or online sites belonging to others without consent, not taking screenshots or on-sharing other’s personal content without their knowledge and permission.
* **Check consent.** Before downloading software to the organisation’s network or onto devices, seek permission from *[insert relevant name].* Interfering with the organisation’s systems, digital technologies, equipment/network or the online security of another person is never okay at any time.
* **Recognise others work.** Follow copyright and intellectual property requirements by attributing references, images, text, audio and video appropriately.
* **Respect the rights of others.** Only record and share video, photo or audio content if the people in it know it has been taken and have provided their consent to it being shared.
* **Use personal devices sensibly.** Keep your device(s) on silent during [meetings / matches / performances] and considerate of members around you.
* **Seek help.** If you feel unsafe or come across inappropriate or harmful behaviours, report this to [your organisation]. You may also wish to contact Netsafe or the Police directly.

##### ONLINE INCIDENTS

Despite the advantages technology offers and people’s best intentions, sometimes there will be challenges and risks within an online community – either accidentally or on purpose. *[Your organisation]* is committed to supporting you if something goes wrong online.

**Online bullying.** Incidents of online bullying or harm will not be tolerated at *[your organisation*]. If you or somebody else is being bullied or harmed online, it’s never okay. This type of harm doesn’t usually go away. It’s important to keep the evidence of what is happening to you or someone so this can be investigated. Don’t put yourself at further risk by continuing any contact with the person or people bullying online or creating harmful or hurtful content. It’s very important to let someone at [*our organisation*] know what’s happening so you can get the right help and support you need.

**Report a problem.** You should report an online incident or if you suspect something is happening online as soon as you can to *[designated organisation contact].* Once [*your organisation]* is made aware of a problem, we will assess the problem and work to resolve it.

**Online safety support.** Netsafe is an online safety organisation that is also available to help. They provide free confidential advice seven days a week for all online safety challenges. They can be contacted on 0508 638723 or online at netsafe.org.nz

## Member Declaration

I am aware of the expectations, behaviours and values required when I use digital technologies as a member of ***[your organisation],*** and I understand that expectations extend to personal devices and personal accounts.

I understand and agree to support and uphold the expectations and responsibilities outlined in this agreement.

I know that if my actions or behaviours do not align with the User Agreement there may be consequences such as [*outline consequences]*

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Parent/Whānau/Guardian Declaration

*This section should be completed if a member is under 16*

I know that if my child behaves or acts in ways inconsistent with those detailed in the User Agreement there may be consequences which the organisation will talk to me about.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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