



## Digital Technology *and* BYOD Use Agreement 2025

Devices at Waitākiri are to be used in a way that reflects our REAL Learning Heroes values; Respectfully, Encouraging, Achieving and Lifelong Learning.

**IPads are to be used in a way that reflects Our REAL Heroes values.**

**Our REAL Heroes:**

- are confident and capable users of ICT
- use technologies to participate in educational, cultural, and economic activities
- use and develop critical thinking skills in the online environment
- are literate in the language, symbols, and texts of digital technologies
- are aware of ICT challenges and manage them effectively
- use ICT to relate to others in positive, meaningful ways
- demonstrate honesty and integrity and ethical behaviour in their use of ICT
- respect the concepts of privacy and freedom of speech in a digital world
- contribute and actively promote the values of digital citizenship

At Waitākiri, we are committed to allowing responsible, learning-centred use of personal devices at school. Access to the Waitākiri network is a privilege, not a right.

Any use of the network entails personal responsibility and compliance with all school rules.

### **School Liability Statement**

Students bring their devices to use at school at their own risk. It is their duty to be responsible in the upkeep and protection of their devices.

### **Digital Use and BYOD Guidelines:**

- Students **MUST** have read through and agreed to this form with their parents/caregiver before devices can be used at Waitākiri School
- Devices will not be used outside unless authorised by the teacher
- Devices will not be used during break times or before or after school unless authorised by the teacher
- Students will keep the school's network passwords secure and private
- Students will not use their school issued email to sign up to any website, games etc
- Students will *share the screen but not the device*
- BYOD iPads **MUST** keep the managed device profile on their iPad as part of our BYOD programme
- BYOD Students are responsible for their personal devices (including using, transporting and storing)
- BYOD Devices **MUST** come to school fully charged
- BYOD - Supervision controls will be managed by Waitākiri School
- BYOD Students **MUST** accept any apps that are being pushed out to their iPads by Waitākiri School

**The School is in no way responsible for:**

- Personal devices that are broken while at school or during school-based functions
- Personal devices that are lost or stolen at school or during school-based functions

**It is the responsibility of BYOD parents and caregivers to:**

- Remain aware of what their child is doing with their device at home through active supervision
- Check the content that is on the device (videos, photos, music etc)
- Ensure that their child understands the value and privilege of their device and respects it
- Insure the device
- Notify the school of any suspected misuse in school time or on the school network
- Record and store the device's serial number.
- Discuss the contents and intent of this agreement with their child

**The parent/caregiver has the right to:**

- Expect that Waitākiri School will provide a strong, reliable and safe computer network that is open to all members of the school community for the purposes of teaching and learning
- Expect that Waitākiri School provides teaching and learning opportunities that make the best use of all devices and available technology
- Ask and query staff to see work on the device that the student is currently undertaking

**Waitākiri School is responsible for:**

- Providing a strong and reliable computer network that is available to the school community for the purposes of teaching and learning
- Maintaining fast and reliable internet access to its staff and students
- Providing a safe and consistent Internet filtering process that aims to protect all users from misuse as long as the network is used for its intended purposes
- Providing learning programmes that promote the safe and appropriate use of electronic devices
- Maintaining the ability to monitor the activity of users on the network which it will do randomly and periodically
- Maintaining a number of devices for student and staff use at all times
- Providing areas in the school where the device can be safely stored under supervision and/or locked

**Waitākiri School has the right to:**

- Randomly and periodically monitor the activity of users on their network
- Inspect on a student's device their current school work, mindful that the student's private content should remain private
- Remove a student's network access privileges
- Request a student to surrender their device to their teacher, team leader, assistant/deputy principal and/or principal to be returned to a parent/caregiver
- Expect students meet their responsibilities specified in this policy
- In cases of serious breaches of this policy by students, to permanently suspend the student's use of a device and/or inform parent/caregiver or appropriate external agencies/authorities, including the New Zealand Police
- Require students to produce handwritten work at any time
- Lock all school and student owned devices away at any time during the school day
- Charge parents/caregivers for any purposeful damage or breakage of any device for the cost of repair or replacement.
- Discipline a student by:
  - Prohibiting the students from bringing a device to school
  - Suspending the student's use of a device in class
  - Suspending the student's use on the Waitākiri network

### **Examples of misusing your right to access the Waitākiri School computer network**

- Access proxy sites that allow the user to bypass the Waitākiri internet security and controls
- Access, download, distribute or publish offensive material
- Be involved in electronic bullying e.g. obscene, offensive, disrespectful or aggressive language towards others
- Distribute or publish your own (or anyone else's) personal details over the Internet or between devices
- Distribute or publish your own (or anyone else's) login details.
- Sending personal emails during class time or any other form of messaging communication.
- Use another person's login details.
- Breach copyright laws. Illegal downloading or sharing files that are copyrighted.
- Download and/or install illegal software or software that you do not own or is not free.

### **Examples of misusing the school owned devices or personal devices**

- Any form of social media being used during school time (excluding YouTube, which will be embedded for learning purposes)
- Inappropriate photos being taken, or photos taken without permission
- Photos of other students without their permission
- Airdropping images to other students without teacher permission
- Emailing/messaging parents or other students during class time. Any form of communication with parents must be done through the school office.

### **You should also be aware that:**

- While at school you are still subject to the school's Internet Cybersafety expectations which you have read and agreed to on enrolment. This applies to school and personal devices.
- You are responsible for the contents of your own device or any activity that occurs under your login details.
- If permission is granted to another person to use your device it is **YOUR** responsibility to ensure it is used properly. You will be held responsible.
- Failure to follow the guidelines, and to use your own common sense in judging what is right and what is wrong, will result in the suspension of your right to use any device. Serious breaches of this policy will result in the permanent suspension of this right. Other consequences may also likely apply.

### **Cell Phones/Smart Devices**

We understand that some families do want their students to have cellphones at school so after school arrangements and pickups can be made. To avoid inappropriate use, miscommunication and to prevent loss of cell phones the following procedure is followed. Cell Phones are not to be used by children in the school (including playgrounds) between 8.30 am and 3.00 pm. Nor are they to be used on any school outings.

Phones/Smart Devices are to be handed to the home base teacher. The school takes no responsibility for cell phones damaged, stolen or lost. If there is a need for urgent communication either from or to the school it **must** be done through the office.

## **DIGITAL TECHNOLOGY AND BYOD USE PERMISSIONS WILL NEED TO BE ACCEPTED ON THE ENROLMENT APPLICATION FORM BEFORE STUDENTS WILL BE ABLE TO USE BYOD OR SCHOOL DEVICES**

**This agreement covers BOTH personal and school devices - iPads, and cell phones at Waitākiri School.**

*This is an agreement between Students, PARENTS and Waitākiri School.*