

Digital Technology and BYOD Use Agreement

(for all students using any device)

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 student 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.

