Hauraki Primary School
Policy Document

Digital Technologies and Responsible Use

Rationale

Hauraki school students and staff will be responsible, ethical, and productive users of Information and Communication Technologies (ICT) in the school and in society in accordance with the values of Hauraki school, and the principles and values in the New Zealand curriculum.

Purpose

To empower everyone in our school community to confidently, critically, and safely navigate and contribute to the evolving digital world, both now and in the future, the Hauraki School Board (the Board) will:

- Develop students into capable, independent, and safe users of digital technologies, fostering their digital fluency.
- Integrate digital technologies in a way that supports and enriches teaching and learning across all curriculum areas.
- Educate students to be responsible and ethical digital citizens, including with use of Artificial Intelligence (AI), prioritising their own safety and the well-being of others in online environments.
- Provide equal access to a wide range of information and digital tools that enhance and personalise learning opportunities for all students.
- Facilitate effective communication within our school, with families and whanau, and the wider global community
- Comply with all relevant legal requirements, including those set out in the Education and Training Act 2020, Copyright Act 1994 and its amendments, the Privacy Act 2020, and the Harmful Digital Communications Act 2015, and stay informed of any updates to these laws.

Guidelines

Digital citizenship

1. A **digital citizen** at Hauraki Primary School:

    - Is a confident, capable, and critical user of digital technologies.
    - Uses Hauraki values when engaging with any content online.
    - Utilises technologies to actively participate in educational, cultural, social, and economic activities in a responsible manner.
    - Applies strong critical thinking skills to evaluate information and interactions in digital spaces, including use of AI.
    - Is fluent in the language, symbols, and diverse forms of communication within digital environments.
    - Recognises and understands the challenges and potential risks of digital technologies and can manage them effectively.
    - Uses digital technologies to connect with others in positive, respectful, and meaningful ways.
    - Demonstrates honesty, integrity, and ethical behaviour in all digital interactions.
    - Contributes positively to online communities and actively promotes the values of responsible digital citizenship.
    - Respects the principles of privacy, freedom of expression (within legal and ethical boundaries), and diverse perspectives in the digital world.

- Understands the importance of digital well-being and balances online and offline activities.

2. Teachers actively promote safe, responsible, ethical, and respectful digital citizenship, embedding school values within their teaching, including use of AI. This includes educating students on how to protect themselves online, both within and outside of school, and fostering critical thinking about online content.

3. We promote shared responsibility for digital safety and well-being. All students and their families are required to understand and sign the Digital Technologies Agreement, as set out in Appendix One, at the beginning of each school year, acknowledging their commitment to responsible use.

4. Bring Your Own Device (BYOD) is encouraged to enhance learning opportunities in the Year 6 classes. Students participating in BYOD are required to bring a device that meets the school's specified technical requirements and adheres to these guidelines, and agree to the BYOD Agreement as set out in Appendix Two.

School network

5. We prioritise providing a reliable, secure, and inclusive digital network for teaching and learning. All digital tools and platforms are carefully selected and managed to ensure they are appropriate for educational use and safeguard our community.

6. We ensure all digital systems are effectively maintained, secure, and appropriately filtered to protect users and data in accordance with the Privacy Act 2020 and relevant guidelines from the Office of the Privacy Commissioner.
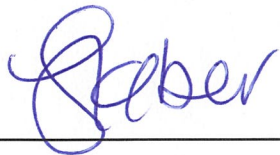
Acceptable use of digital technologies

7. School internet use is monitored to ensure compliance with our digital safety policies, maintain a positive online environment, and manage our resources effectively. This monitoring respects the privacy of individuals while ensuring the safety and security of all users.

8. Any inappropriate use of the internet, email, or digital devices is strictly prohibited for both staff and students. Inappropriate use includes, but is not limited to:

- Accessing, creating, or sharing material of an offensive, discriminatory, or sexually suggestive nature, including AI generated material.
- Accessing illegal or objectionable material, including content that promotes violence, hate speech, or illegal activities. Involvement in such activities will be reported to the appropriate authorities.
- Engaging in online gambling activities.
- Possessing or intentionally viewing material of an offensive, defamatory, or bullying nature.
- Attempting to hack or carry out malicious attacks on electronic systems, including deliberately introducing viruses or malware.
- Any activity that constitutes a breach of any school policy or the Student Code of Conduct.
- Using another teacher's or student's email account or digital identity without permission or using false identification online.
- Using school email addresses to sign up to anything without permission from the teacher.
- Sharing false or misleading content generated by AI with the intent to deceive.
- Using AI tools to complete assessments dishonestly.
- Any activity that would be considered harassment, cyberbullying, or the sending of offensive or unsolicited electronic communications.
- Bypassing school internet filters or security measures.

- Recording or sharing images or videos of others without their explicit consent, particularly in private or sensitive situations.

Device Management

9. The school maintains full rights to access all information and records held on our electronic equipment and systems (including email use and internet access), including where such equipment and systems have been used for personal use.

10. Teachers are authorised to temporarily limit a student's access to a device, request them to reveal an item or to surrender the device to be searched if they have reasonable grounds to believe they have an item that contains material that is prohibited, is likely to endanger the safety of another person or could detrimentally affect the learning environment.

11. The Board may temporarily limit a staff member's access to their device, request them to reveal an item or to surrender the device to be searched if they have reasonable grounds to believe they have an item that contains material that is prohibited, is likely to endanger the safety of another person or could detrimentally affect the learning environment.

12. Any search of a device will be conducted with sensitivity and in accordance with school procedures, the Education and Training Act 2020 and other relevant legislation.

Signed:_____   Date:____16/6/2025____

Presiding Member of the Board   Review Date:____Term 2 2025____

Related policies

- Generative Artificial Intelligence (AI)
- Bullying
- Computer Security and Cyber Security
- Concerns and Complaints
- Crisis Management
- Discipline
- Health and Safety
- Privacy
- Staff Discipline
- Stand-down, Suspension, Exclusion and Expulsion
- Teacher Laptop Usage

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Appendix One

Digital Technologies Agreement

Dear Parents,

To assist with ensuring a safe educational environment, we have a digital technologies agreement for students in place. While the school will do its best to restrict students' access to offensive, dangerous, inappropriate, or illegal material on the internet, it is the responsibility of each child to not be involved in such material. Teachers will have read the agreement below with students in the classroom, but we ask that parents also explain its importance so that they understand the school rules for using the internet. They should know that if they break these rules, they will lose the right to use a school computer and/or be subject to further disciplinary action.

Student Agreement:
- **Hauora (Well-being):** I will use technology in ways that support my own well-being and the well-being of others. This means I will take breaks, avoid harmful content, and be mindful of my time online.
- **Integrity (Honesty and Doing What's Right):** I will be honest in all my online activities. I will not change work that isn't mine, use false identification, or share someone else's login details. I will respect copyright and not share illegal software.
- **Kindness (Manaakitanga):** I will be kind and considerate in my online interactions. I will not engage in cyberbullying, share offensive material, or be disrespectful to others online.
- **Respect (Whakaute):** I will respect the school's equipment and resources, taking care not to damage them. I will also respect the privacy of others and will not share their personal information without permission. I will respect the boundaries set by my teachers regarding website use.
- **Accountability (Takohanga):** I understand that I am responsible for my actions online. If I break these rules, I accept that there will be consequences, which may include losing my technology privileges and/or further disciplinary action. I will only use the school internet when a teacher is present or has given permission and will not use generative AI without permission.
- **Assertiveness (Whakamana):** If I see something online that makes me feel unsafe or uncomfortable, or if someone is not being kind or respectful, I will confidently tell a teacher or a trusted adult. I will also feel empowered to say no to requests that make me feel uneasy online.

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Internet Safety

I have read and understand the Student Agreement on the use of the internet. I give permission

for my child to use the internet, and I accept responsibility for his/her use.

Parent/Caregiver Name Printed:_____   Parent Signature: _____

Child'sName: _____   Room_____

ChildSignature_____Date:_____

Clarinda Franklin, Principal

Appendix Two:

Bring Your Own Device (BYOD) Agreement

The following outlines the responsibilities of Hauraki School and Year 6 students who choose to BYOD:

Responsibilities of Hauraki School:
- Provide a reliable computer network that is available to the school community for the purposes of learning and teaching.
- Maintain reliable, secure and inclusive internet access for staff and students.
- Provide a safe and consistent internet filtering process that aims to protect all users from misuse.
- Develop an integrated learning programme that promotes the safe and appropriate use of electronic devices.
- Maintain the ability to monitor activity of any users of the network.
- Ensure that the teaching and learning provided in the classroom makes the best use of the available technology.
- Keep the Hauraki School Board informed of the BYOD programme.

Responsibilities of Hauraki School Teachers:
- Work within the school policy, including Teacher Laptop Usage.
- Ensure that the teaching and learning provided begins to develop the opportunities for the use of devices to enhance teaching and learning.
- Restrict the use of devices if an alternative learning strategy is being used.

Responsibilities of Hauraki School Students:
Year 6 students will have the right to bring a mobile internet-capable device to school with a signed agreement and must:

- Ensure their device is fully charged for use each day and has at least a 6-hour battery life.
- Place their device in their desk as soon as they get to school after 8:30 a.m.
- Take their device home every day.
- Keep the password to the Hauraki network and any other programmes secure and private.
- Ensure they always follow the safe storage procedures.
- Use the device in class for learning, as directed by the teacher.
- Accept that not all learning is going to be on an electronic device.
- Always use their device appropriately.
- Printing will only be done with teacher permission.
- Respect the learning environment by using the device appropriately.

Examples of Misuse:
Students must not:

- Access or create harmful, offensive, or inappropriate content (including AI-generated content).
- Engage in online bullying, harassment, or hate speech.
- Bypass school security or filters (e.g., using VPNs or proxies).
- Share false or misleading content generated by AI with the intent to deceive.
- Share personal information (their own or others') via the internet or Bluetooth.
- Record or share images or videos without explicit consent.
- Use AI tools to complete assessments dishonestly.
- Use another person's login credentials or impersonating others online.
- Download or share pirated material or unapproved software.
- Install any software or applications without teacher permission.

Responsibilities of Parents, Caregivers and whanau:
Parents and caregivers agree to:

- Support the contents of this policy and promote responsible digital behaviour.
- Discuss the policy and its intent with their child and monitor their digital activity at home.
- Ensure their child respects the value of the device and uses it appropriately.

- Insure the device under a personal or home contents policy.
- Notify the school immediately if misuse occurs during school hours or on the school network.
- Record the device's serial number for tracking purposes.
- Acknowledge that device maintenance and repairs are the family's responsibility.
- Understand that Hauraki School staff will not provide technical support for personal devices during teaching time.
- Support the school's digital learning programme by ensuring that any device provided for student use aligns with the school's safety and technical requirements, with a strong preference for Chromebooks to ensure compatibility and consistency across the classroom environment.

Security and Insurance:
- The device is the student's property and must be treated with care.
- The school is not liable for loss or damage but will investigate any misconduct.
- Devices are not covered under the school's insurance policy.

Agreement to Responsible Use

Student:

I have read this document and discussed it with my parent/caregiver. I understand and agree to follow the policy to maintain my BYOD privileges.

Student Name: _____ Room: _____ Date: _____

Student Signature: _____

Parent/Caregiver:

I have read this document with my child and understand the expectations. I acknowledge Hauraki School has the right to restrict BYOD use if the guidelines are not followed.

Parent/Caregiver Name: _____ Room: _____

Signature: _____