Hauraki Primary School
Policy Document

Digital Technology Use and Safety

Rationale:

That Hauraki School students and staff will be responsible and productive users of Information and Communication Technologies (ICT's) in the school and in society in accordance with the values of Hauraki School and principles and values in the New Zealand Curriculum.

Purposes:
- Communicate with people in the wider school and global community.
- Provide information that is not otherwise accessible at Hauraki School.
- To become effective, independent and safe users of digital technology.
- To teach students to be responsible digital citizens for their own safety and that of others.

Guidelines:

1. Providing a reliable and safe network for teaching and learning is a priority for the school.

2. School internet use is monitored to keep within the allocated budget.

3. All copyright, privacy, and lawful use of requirements are abided by.

4. Teachers promote safe and responsible digital citizenship within classrooms including teaching students how to avoid making themselves vulnerable online, both in school and out of school.

A digital citizen: (Netsafe)
- is a confident and capable user of information and Communications Technology (ICT).
- uses technologies to participate in educational, cultural and economic activities.
- uses and develops critical thinking skills in cyberspace.
- is literate in the language, symbols and texts of digital technologies.
- is aware of ICT challenges and can manage them effectively.
- uses ICT to relate to others in positive, meaningful ways.
- demonstrates honesty and integrity and ethical behaviour in a digital world.
- contributes and actively promotes the values of digital citizenship.
- respects the concept of privacy and freedom of speech in the digital world

5. Ensure all systems are effectively maintained, secure and filtered where necessary.

6. Promote shared responsibility by ensuring all students understand the ICT agreement and they and their parents must sign at the beginning of each school year. See Appendix 1.

7. BYOD is encouraged to support learning in the year 6 classes. See Appendix 2.

8. Teachers are able to limit student access or request students to surrender a device if they believe it contains an item such as online message, photo or device if they believe the item is likely to endanger the physical or mental state of others, and/or detrimentally affect the learning environment.

The focus is on searching the device not the student that may include outer clothing, desk and school bag.

9. Any inappropriate use of internet and email that would be considered misconduct is to be avoided by staff and students. This includes:
- accessing material of an offensive nature, such as pornographic images.
- accessing illegal (objectionable) material. Involvement in this will be reported to law enforcement.
- carrying out gambling.
- possessing for intentional viewing material of an offensive or defamatory nature.
- 'hacking' or carrying out malicious attacks on electronic systems, or deliberately causing a virus.
- any activity that would constitute breaking any school policy.
- using another teacher's or student's email account to send messages, or using false identification on the internet.
- any activity that would be considered harassment, including sending offensive material and unsolicited email.

Related Policies:
Bullying
Complaints
Health and Safety
Privacy

Signed: _____   Date: 22/2/22

Chairperson Board of Trustees   Review Date: Term 1, 2025

Appendix 1

Dear Parents,

Student Digital Technology Agreement

To assist with providing a safe educational environment we have a Digital Technology 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 or through email, it is the responsibility of each child to have no involvement 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 computer and internet. They should know that if they break these rules they will lose the right to use a computer at school and/or are subject to further disciplinary action.

- I understand that:
- I am only allowed to use the school internet under the direction of a teacher.
- I am only allowed to use internet sites my teacher directs me to.
- I must report anything that looks upsetting or dangerous to my teacher immediately.
- I must respect the school's equipment and resources as well as that of others. I will be careful and not damage the devices.
- I must not change any work that does not belong to me.
- I will not give anyone on the internet information about myself or anyone else. This includes my name, address and phone number – without the permission of my teacher/parent.

Please return the agreement below signed as soon as possible.

Clarinda Franklin
Principal

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Student Computer Use Agreement

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 computer, and I accept responsibility for his/her use.

Parent/Caregiver   Name   Printed:_____   Parent   Signature:
_____

Child's Name: _____   Room No:_____

Child's Signature: _____ Date:_____

Appendix 2

Device Agreement

The following outlines the responsibilities of Hauraki School and year 6 students who choose to bring their own devices (BYOD):

Responsibilities of Hauraki School
Hauraki School is responsible for:
- providing a reliable computer network that is available to the school community for the purposes of learning and teaching.
- maintaining reliable internet access for staff and students.
- providing a safe and consistent internet filtering process that aims to protect all users from misuse.
- developing an integrated learning programme that promotes the safe and appropriate use of electronic devices.
- maintaining the ability to monitor activity of any users of the network.
- ensuring that the teaching and learning provided in the classroom makes the best use of the available technology.
- keeping the Board of Trustees informed of the BYOD programmes.

Hauraki School has the right to:
- remove a student's access to the Hauraki School network if a student fails to meet their responsibilities as detailed in this agreement.

The Responsibilities of Hauraki School Teachers:
- work within the school policy for staff. We have a teacher laptop policy that relates to teacher laptops provided by the MOE only.
- 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.

The 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.
- 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 8.30am.
- take their device home every day.
- keep the password to the Hauraki network and any other programmes secure and private.
- ensure they follow the safe storage procedures at all times.
- 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.
- use their device appropriately at all times.
- printing will only be done with teacher permission.
- only use their school google doc account for school related work.

The Responsibilities of the parent/caregiver of Hauraki School Student:
- accept the contents of this document and support the school in endeavouring to achieve the vision of responsible use of all ICT's.
- discuss the contents and intent of the policy with the student.

- remain aware of what the student is doing with their device.
- ensure the student understands the value of the device and respects it.
- insure the device via home insurance policy.
- notify the school of any suspected misuse of the device in school time or on the school network.
- record and store the serial number of the device.
- ensure the student understands they are responsible for the content on their device and any activity that is done under their login details.
- understand that technical issues are the responsibility of the family and Hauraki School staff will not spend classroom time attending to these.

Examples of misusing the right to access the Hauraki School computer network:
- accessing proxy sites that allow you to bypass Hauraki School internet security and controls
- accessing, downloading, distributing or publishing offensive materials.
- being involved in electronic bullying eg. obscene, offensive, disrespectful or aggressive language towards others.
- distributing or publishing your own (or others) personal details over the internet or between machines (Bluetooth).
- distributing or publishing your own (or others) log in details.
- using another person's login details.
- violating copyright laws, illegal downloading or sharing files that are copy written.
- downloading or installing illegal software or software that you do not own or is not free.

Security and Insurance:
- the device is your property and as such it is up to you to take due care of it given it's an expensive item.
- the school will take no responsibility for loss or damage beyond a normal investigation into an incident involving student discipline.
- the school is NOT insured for your device.

Please read with your student and complete the form below:

Student:
- I have read this document and discussed it with my parents/caregivers. I understand the contents and will adhere to it to maintain my BYOD privileges.

Name_____**Room**_____**Date**_____

Parent/Caregiver:
- I have read this document through with my student and discussed the contents. I understand Hauraki School has the right to restrict the use of the BYOD device if my child does not adhere to the guidelines set out in this document.

Name_____**Parent/Caregive**_____**Room**___

Signed:_____