



TE AWAMUTU COLLEGE

POLICY STATEMENT ON INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

Rationale

Te Awamutu College will endeavour to supply students and staff with up to date technology for the purposes of maximising teaching and learning opportunities. This technology will be used in a controlled environment through both monitoring procedures and signed agreements.

Purposes

1. To provide the best possible technology for both student and staff use to enhance both teaching and learning.
2. To encourage (and enforce) correct and appropriate use of all such provided technology (cyber safety).

Guidelines

1. A Lead Teacher (ICT) will be appointed and be available to support staff. The Deputy Principal with ICT responsibility and Lead Teacher will, along with other interested/appropriate staff, form an ICT Focus Group. They will monitor, review, develop and implement (as appropriate) ICT use, resources, Professional Learning and Development, IT infrastructure etc.
2. All students of Te Awamutu College will sign an appropriate ICT "User Agreement" accepting the terms of usage and the consequences of misuse.
3. The BOT reserves the right to monitor and/or check that the use of Te Awamutu College ICT equipment and systems, including e-mail, are at all times being used in an educationally appropriate manner. This includes the use of the staff lease laptop computers.
4. Te Awamutu College will encourage staff to utilise the Laptop Lease option and sign the appropriate agreement(s). The lease agreement will be funded by the BOT. Under this agreement staff accept they will:
 - a. Use the laptop in a responsible manner and not allow any unauthorised person access to/use of the laptop.
 - b. Accept the terms of and sign the Laptop Agreement.
 - c. Avoid engaging in any unreasonable activity, and always observe high ethical standards.
 - d. Use the internet in an appropriate manner, avoiding use that could be considered misconduct.
 - e. Respect all copyright on software, music, images, text, etc.
5. Any deliberate vandalism of equipment and systems will be dealt with under the College's non-violence Policy. Every effort will be made, both by the College and by individuals, to avoid both loss and/or such damage.

This policy is to be read in conjunction with the "Te Awamutu College ICT and Internet User Agreement."

CHAIRPERSON

[Handwritten signature]

DATE

26/3/14

PRINCIPAL

[Handwritten signature]

DATE

26/3/14



Te Awamutu College Acceptable User Guidelines

All students wishing to use the computers and other information communication technology at Te Awamutu College must read and sign this form along with their caregivers.

Acceptable Computer Use:

- 1) Internet access is provided for **educational use** only. At Year 9, 10 and 11, teaching staff will provide internet sites as part of a lesson. At Year 12 and 13, students are entitled to search for their own resources in relation to course work they are undertaking.
- 2) Students are allocated internet usage weekly – If they exceed their allocation they will be slowed down to dial-up speed.
- 3) All care is taken to ensure that students are using appropriate sites. The proxy log is checked frequently, giving us information on all sites accessed on our computers.
- 4) Students should not access inappropriate sites. Students using proxy sites or accessing inappropriate sites can expect to be blocked from using the computers.
- 5) Students are required to use the computers and e-mail appropriately.
- 6) Students are expected to take care of all equipment. Any wilful damage to equipment, hacking into systems, interfering with other students' work on the computers, or altering system's set-up will lead to consequences (see below). Any damage must be paid for.
- 7) Signing this form also indicates that the student agrees to **never disclosing their User ID and Password to anyone else.** Doing so could result in the loss of all computer privileges.
- 8) Students are able to use a USB Device (Pen Drive, Flash Disk, and Memory Stick) for educational purposes only.

Consequences for Breaking the Rules

Students who break the rules outlined above will have their computer entitlements removed for a period of time (3 weeks minimum) and detentions may also be issued. Students will need to reapply for passwords at a charge of \$1.00. For serious cases, students will be permanently denied access to the computers and caregivers will be notified. Students who have been blocked will only be re-instated after they have met with the Deputy Principal in charge of IT. WE SEEK CAREGIVERS' SUPPORT IN UPHOLDING OUR HIGH STANDARDS OF SAFE INTERNET USE.

ICT & INTERNET USER AGREEMENT AND PARENT PERMISSION FORM

We have read and discussed the information set out in Te Awamutu College Acceptable User Guidelines and agree to the conditions set out above. Please complete and sign the permission form below.

I give permission for _____ to use the Internet during 2014 at the College.

Student's name _____ Student's signature _____

Caregiver's Name _____ Caregiver's Signature _____

Date _____ ID Number _____