



TE AWAMUTU COLLEGE



POLICY STATEMENT ON DIGITAL TECHNOLOGY

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 guide responsible and safe use of all such provided technology (cyber safety).

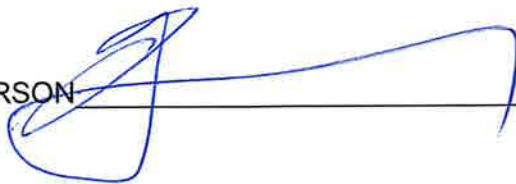
Guidelines

1. The Deputy Principal with Digital Teaching & Learning (DTL) responsibility will, along with other interested/appropriate staff monitor, review, develop and implement (as appropriate) DTL use, resources, Professional Learning and Development, Digital Technology infrastructure etc.
2. All students and parents/caregivers of Te Awamutu College will sign an appropriate Cyber Safety Use Agreement Form accepting the terms of usage and the consequences of misuse.
3. The Board reserves the right to monitor and/or check that the use of Te Awamutu College Digital Technology 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 Board. 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.
 - f. Comply with requests to update/upgrade software.
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 Cyber Safety Use Agreement Form."

CHAIRPERSON



DATE 26/7/2023

PRINCIPAL



DATE 24/7/23



Te Awamutu College

CYBER SAFETY USE AGREEMENT FORM



Student's Name: _____

To the student and parent/caregiver/legal guardian, please:

1. **Read this page carefully** to check that you understand your responsibilities under this agreement. The full agreement is available in our BYOD (Bring Your Own Device) booklet.
2. If you agree and accept the terms and conditions, please sign below.

We understand that Te Awamutu College will:

- Do our best to maintain the school cyber safety, by maintaining an effective cyber safety programme. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or school ICT equipment/devices or privately-owned devices at school or at school-related activities, and enforcing the cyber safety rules and requirements detailed in use agreements.
- Keep a copy of this signed Use Agreement Form on file.
- Respond appropriately to any breaches of the use agreements.
- Provide members of the school community with cyber safety education designed to complement and support the use agreement initiative.
- Welcome enquiries from students or parents/caregivers about cyber safety issues.

Section for student

My responsibilities include:

- I will read the full Cyber Safety Use Agreement carefully.
- I will follow the cyber safety rules and instructions whenever I use the school's ICT.
- I will also follow the cyber safety rules whenever I use privately-owned ICT on the school site or at any school-related activity, regardless of its location.
- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community.
- I will take proper care of school ICT. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my parents/caregivers may have responsibility for the cost of repairs or replacement.
- If I bring my own ICT devices (including cellphones/smartphones/laptops, tablets etc) onto school property I will take full responsibility for their safety. The school takes no responsibility for damage or theft.
- I will keep this document somewhere safe so I can refer to it in the future.
- I will ask the Deputy Principal if I am not sure about anything to do with this agreement.

I (the above named student) have read and understood my responsibilities and agree to abide by this Cyber Safety Use Agreement. I know that if I breach this use agreement there may be serious disciplinary consequences.

Student's Signature: _____ Date: _____

Section for parent/caregiver/legal guardian

My responsibilities include:

- I will read this Cyber Safety Use Agreement carefully and discuss it with my child so we both have a clear understanding of their role in the school's work to maintain a cyber safe environment.
- I will ensure this use agreement is signed by my child and by me, and returned to the school.
- I will encourage my child to follow the cyber safety rules and instructions.
- I will contact the school if there is any aspect of this use agreement I would like to discuss.

I have read this Cyber Safety Use Agreement document and am aware of the school's initiatives to maintain a cyber safe learning environment, including my child's responsibilities.

Parent/Caregiver's Name: _____ Signature: _____ Date: _____

Please note: This agreement for your child will remain in force as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents/caregivers will be advised on the school website or intranet.