



Seatoun School ICT Guidelines

Our overall goal is to create and maintain an ICT culture, which is in keeping with the school values, legislative and professional obligations.

We want rigorous and effective practices that aim to maximise the benefits to student learning, and to the effective operation of the school, while minimising and managing any risks.

Use of the Internet and ICT equipment by staff, students and other approved users is to be limited to educational, professional development and personal usage appropriate within the school environment as defined within the individual use agreements.

The school has the right to monitor, access, review and audit all use. This includes personal emails sent or received on the school computers and/or network facilities at all times.

The school may also request permission to audit privately owned ICT equipment used on the school site or at any school related activity.

If illegal material or activities are suspected, the matter may need to be reported to the relevant law enforcement agency.

Important Terms used in this document:

The abbreviation '**ICT**' refers to the term 'Information and Communication Technologies'.

The term '**ICT equipment**' used in this document includes, but is not limited to, computers (such as desktops, laptops, tablets, smart phones), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other similar technologies as they come into use.

'**Objectionable**' in this document means material that deals with matters such as sex, cruelty or violence in such a manner that is likely to be injurious to the good of students or incompatible with a school environment.



Student ICT Acceptable Use and Digital Citizenship Agreement

Purpose

The use of school computers is for educational purposes and must be related to the curriculum.

General ICT guidelines

You may not:

- Misuse or damage hardware
- Interfere with software
- Remove any computer equipment
- Eat or drink near or whilst using computers
- Print without prior authorisation to do so
- Use any personal software or storage devices / cloud storage without authorisation
- Use any school computer without adult authorisation

Students will respect the rights of other users and will not:

- Use another student's login or password
- Use inappropriate language
- Change or interfere with set-ups of desktops/laptops/iPads or network
- Interfere with work or folders of other students
- Download files without prior permission
- Hack into, or attempt unauthorised access to the network
- Use, download or store inappropriate material on the network
- Use chatrooms, participate in chain letters, engage in spamming (sending an email to more than 10 people at the same time) or subscribe to electronic mailing lists or list servers without permission
- Shall at all times comply with the instructions of the teacher or supervising adult
- Students will observe the Safety Guidelines (listed below)

Student access to the Internet and Email:

Is at the discretion of the ICT team and may change from time to time

Requires adult supervision at all times

In the event of accessing objectionable material, users should:

- Not show others
- Close or minimize the window
- As soon as possible, report the incident to the teacher

Personal Email accounts, including Hotmail, are not to be used

No attachments are to be opened without authorisation

Email will only be available from Year 5 and above and restricted to within our school email domain (not able to email outside our school).

Student BYOD Devices

These devices must access the network through our BYOD wifi connection and will be 'ring-fenced' within our network to limit what apps and services are available.

Student Cell Phones

Students in Years 5-8 may bring a cellphone to school if they complete a Cellphone Permission form. Cell Phones should be handed into the teacher each day and the student is responsible for collection at the end of the day . Younger children are not to bring a phone to school.

All students wishing to bring a cellphone to school must have their parent complete a cellphone permission form and return it to the Office.

Misuse of the agreement:

Misuse of the computers and networks will result in cancellation of computer usage for a period of time, as determined by the ICT team. Deliberate damage of any hardware will result in students being billed for the repair or replacement of said hardware

Further disciplinary action for consistent abuse.

Safety guidelines for students

1. Never give out your name, address, phone number, or physical details about your appearance.
2. Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that is objectionable.

Digital Citizenship

Being a responsible digital citizen is an important part of being a responsible learner at Seatoun School.

I can manage myself as a digital citizen by:

- Using the Internet and technologies for the purpose of learning at school
- Being sensible and careful when using the Internet and technologies at school
- Using the Internet at school with the permission and supervision of my teacher
- Keeping safe when using the Internet at school. I will not give out personal contact information online (e.g. full name, address and telephone number) unless I have the permission of my parent and teacher
- Communicating with others in a respectful way when using technologies
- Keeping my passwords private
- Checking with my teacher before changing any preferences (how a technology is set-up to work) or downloading from the Internet
- Clicking off material and telling a teacher straight away if I experience anything online that is inappropriate, makes me feel uncomfortable, or I know is wrong.

Seatoun School has a managed network that filters content. We are part of Network for Learning, www.n4l.co.nz.

I understand that this is my digital citizenship agreement. I understand that I leave a digital footprint. This means my actions online are public.

Please see next page.



ICT Acceptable Use and Digital Citizenship Agreement

Copy for parents to retain, a separate sheet is included for signing and returning to school.

To be completed by student and caregiver.

Student Name: _____

Room: _____

We have read the Seatoun School ICT Acceptable Use and Digital Citizenship Agreement and we support the guidelines for safe and effective ICT use. We understand that these rules are to maintain a happy, safe and conducive ICT working environment in school, and we understand the implications that may arise if misuse and disregard for these guidelines are demonstrated.

Parent/ Caregiver: _____ Student: _____ Date: _____



ICT Acceptable Use and Digital Citizenship Agreement

Please sign this copy and return to school

To be completed by student and caregiver.

Student Name: _____

Room: _____

We have read the Seatoun School ICT Acceptable Use and Digital Citizenship Agreement and we support the guidelines for safe and effective ICT use. We understand that these rules are to maintain a happy, safe and conducive ICT working environment in school, and we understand the implications that may arise if misuse and disregard for these guidelines are demonstrated.

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