

INTERNET USE, BYOD AGREEMENT AND CELLPHONES

Totara Primary School (Standard Agreement)

At Te Totara Primary School, students in Years 5&6 have a Google Chrome account. They are issued a login / email address controlled by the school, which will be **@tetotara.school.nz**

This internet use agreement is in two parts. It covers:

- The expectations around the use of computers and the internet at school **for all students**.
- The expectations of BYOD (*Bring Your Own Device*), for those families who wish their child to do this.

Mobile Phones: At Te Totara Primary School cellphones are not permitted at school unless the parents have written a letter to the Principal outlining the purpose. If this is agreed, the cellphone will be powered off and left in the child's classroom until the end of the day when it will be handed back as the child leaves the school grounds. Smartwatches need to be in parent mode and not used for anything other than time otherwise they will not be allowed at School.

All students will discuss Part A of the agreement in class. They will then take a copy home to discuss and sign with parents. **We urge parents to further discuss these expectations, and consider how they may apply in your home too.**



Part A) Internet Use Expectations - For ALL students to read/sign:

These are the important rules that I must follow when using the internet at school. I understand that these expectations are in place to keep me safe online.

- I understand that the internet is a learning tool. I will use the internet at school for learning as directed by a teacher.
- My @tetotara.school.nz account is only for ME and I am responsible for everything that is done with my account. I will not share my password with any other student.
- I will not use anyone else's email address or log-in details.
- I will not subscribe to anything using my @tetotara address unless directed by a teacher.
- I will not use rude language while on-line.
- I will not give out private information about myself or others.
- I will not look up things that are not for children or are against the law. I will not store anything like this on any computer.
- I will not buy anything on the internet.
- I will only use the internet when supervised by an adult.
- I will not post anything or send pictures or videos of anyone (even me) unless directed by my teacher.
- I will not become involved in electronic vandalism, like viruses.
- I will show "digital citizenship" when using my Google Account or Zoom and I will leave a positive digital footprint.

Failure to follow the agreed etiquette will result in the suspension of the school email account and inability to use chromebook for a set period of time.

I will take care of computers, other devices and electronic equipment at school. This means:

- I will check with the teacher before using any equipment and will use it carefully.
- I will immediately report any damage that happens to equipment to a teacher.
- I understand if I purposely damage equipment belonging to the school or another student this could result in my family being charged for repair/replacement costs.

I will tell a teacher if I come across any problems or I do not feel safe. This means:

- If I come across anything dangerous, mean or rude, I will tell an adult immediately. I will not show other students if I see these things as it could upset them.

I have read the Te Totara Primary School Internet Use Agreement. I understand each of the rules. I agree to follow the rules in this agreement. I know that if I break the rules there will be serious consequences:

- My parents/caregivers will be told.
- I may lose the right to use school computers and the internet.
- The school may take disciplinary action against me.

Child's Name: _____ Signed: _____ Date: _____

(ALL students must sign the above agreement)



Part B) BYOD - Bring Your Own Device Agreement - FOR YEARS 5&6 STUDENTS ONLY

If your child is able to bring a device to use at school (iPad or Chromebook only), this agreement must be signed by both the student and parent and returned to the class teacher. Parents, please ensure your child understands the following expectations for BYOD:

- I will not share my own device with any other student, except when doing group work that I am directly involved in.
- I will only use my device under adult supervision.
- I will not copy software from other people's devices or bring software from home to use on a school computer.
- At school I will only use Google Chrome linked to my @tetotara.school.nz account. I will not use any other browser on my own device when I am at school.
- I will not access any social media sites when I bring my device to school.
- I understand that devices must arrive at school fully charged. If I bring a charger there is no guarantee that I will be able to use it at school.
- Teachers will provide a locked space to store devices. If I do not use this space then the school is not responsible if a device is lost or damaged.
- To maintain a safe environment for all of us, the school will check emails, files and hard drives of any device that the Principal believes might have broken any of these rules. I understand that checking my device will happen if the Principal believes that it might contain material that is offensive or unacceptable for the school environment.
- In order to bring a device it must have the following: WiFi connectivity, capacity to run Google Chrome, battery life of more than 4 hours and capacity to be configured to the schools proxy server for internet access. The final decision as to the acceptability of any device lies with the school.

BYOD YEARS 5&6 STUDENTS & PARENTS TO SIGN: I have read the Te Totara Primary School BYOD Agreement. I understand each of the rules. I agree to follow the rules in this agreement. I know that if I break the rules there will be serious consequences:

- My parents/caregivers will be told
- I may lose the right to use school computers and the internet
- I may lose the privilege of bringing my own device to school
- The school may take disciplinary action against me

Child's Name: _____ Signed: _____ Date: _____

I give permission for to bring his/her own device to school.

Type of device (iPad or Chromebook)

Parent's Name: _____ Signed: _____ Date: _____



Part C) Parents / Caregivers to sign for ALL students

I have read the Te Totara Primary School Internet Use Agreement and understand that my child may not access the internet at school without this agreement being signed and returned to the school. I have discussed the information with my child and explained its importance.

I understand that the school will do its best to restrict student access to dangerous, offensive or illegal material on the internet but that this is not able to be guaranteed.

I accept that the school is not responsible for any device brought to school and insurance for the device remains my responsibility.

Parent Name: _____ Signed: _____

Date: _____

Please return this to the classroom teacher when signed and retain a copy to refer to at home.