

Te Awamutu Intermediate School

Internet Safety & BYOD Agreement 2021

Internet Safety

As we are a Google Apps school, all students will be using Google docs, Gmail and Google Sites and /or blogs. This is a wonderful opportunity for our students and will enable them to receive feedback from other students and teachers who are publishing their work online. You will be able to see and comment on your child's work online. We also have a school Facebook page where we would like to upload photos of recent school events.

To gain access to our network and the Internet, all students at Te Awamutu Intermediate must obtain parental permission and must sign and return this form to their teacher.

Protocols for Using School Internet Devices

Students are responsible for good behaviour on school computers just as they are in a classroom. General school rules for behaviour and communications apply. Access is given to students who agree to act in a considerate and responsible manner. Access is a privilege - not a right. Access entails responsibility.

As a user of Te Awamutu Intermediate's computers and Internet access, I agree to comply with the following rules:

1. I will only log on to any device (school's or my own) using my school gmail account.
2. I will not give out my own or others personal information such as my address, telephone number or other personal information (including photos) without my teacher's permission.
3. I will tell my teacher immediately if I access anything that is inappropriate or makes me feel uncomfortable.
4. I will not access information, images, or other material that is not relevant to my school work and I understand is inappropriate.
5. I will not download music, video, game files or any other material not agreed to by the teacher.
6. I will not use put downs or nasty texts or any form of cyber bullying
7. I will not video or photograph others at school unless for learning purposes, and with my teacher's permission.
8. I will not use my school email to join sites such as Facebook, You Tube etc
9. I will not upload any images from school (including school logo or other identifying features) to social media sites such as Facebook, YouTube etc.
10. I will not access proxy sites that allow you to bypass TAI internet security and controls
11. I will be a good online citizen and not do anything that affects other people or is against the law (This includes breaching copyright).

Protocols for Bring Your Own Devices at Te Awamutu Intermediate (includes phones)

1. A TAI student with a signed agreement will have the right to bring a mobile internet capable device to school.
2. Adhere at all times to the responsible use policy
3. Phones **must be switched off during class time** unless teachers give permission to use these for learning.
4. **No direct calls/texts to parents or friends during school time. All contact with people (including parents) outside of school must continue to be made through the school office.**
5. Ensure their device is fully charged for use at TAI – NO facilities for charging will be given at school
6. Take their device home every day
7. Keeping their passwords to the TAI network, and any other programs used, secure and private
8. Understand they are responsible for the safe keeping of their device AND the contents of the device at all times
9. Ensure they follow the safe storage policy every time their device is brought to school – ALL tablets, laptops must be stored in the provided locked space when not in use **and at interval and lunchtime. Mobile phones are the student's responsibility.**
10. BYOD devices (including phones) **cannot be used** outside class times /in school grounds unless the class teacher gives permission and is present.
11. Using the device in class for learning, as directed by the teacher or in association with the topics and learning being done in the class at that time
12. Accept that not all learning is going to be on an electronic device and that when it is not in specific use the teacher will require the device to be in safe storage
13. No chargers are to be brought to school
14. All phones brought to school remain the responsibility of the student.

Three Strike Rule:

1. Students breaking these protocols will have their mobile phone/device confiscated and parents will need to collect these from the school office on Friday afternoon.
2. For a second offence students will be placed on a restricted list and banned from bringing their mobile phone/device to school for a month.
3. For a third offence, this will be extended to either a term or the remainder of the year

Students should be aware that:

- While at school they are still subject to the schools Internet Safety Agreement (above) even if using their own device
- **Students are responsible for the contents of their own device and any activity that is done under their login details** If another person has used the device it is the student's responsibility to ensure it is used properly.

Students must log in with their school email account.

- Failure to follow the guidelines below, and to use their own common sense in judging what is right and what is wrong, will result in suspension of their right to use their device in class. Serious breaches of this policy will result in the permanent suspension of this right. Other consequences may also apply.

Please Note:

While N4FL monitor internet activity, it is still possible that students may come across objectionable material.

TAI has the right to: Remove a student's access to the TAI network because a student has failed to meet their responsibilities as detailed in this agreement

Security and Insurance:

- The device is your property and as such it is up to you to take due care of it, given its expense
- 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 so insurance is the responsibility of parents and students

Responsibilities of the parent/caregiver of a TAI Student:

- Discussing the contents and intent of this policy/policies with students
- Remaining aware of what the students are doing with their device
- Ensuring the student understands the value of the device and respects it
- Insuring the device
- Notifying the school of any suspected misuse of the device in school or on the school network

Please complete and return this section to school

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This must be completed for ALL students

Choose Your Child's Level of Privacy

Before your child can publish anything online, we need to receive the signed permission form below. If you have any questions or concerns, please contact your child's teacher.

Please **circle yes / no** below:

Yes No I will allow my child to publish their work online

Yes No I will allow my child to have his / her image in photos and videos published on the school webpages or Facebook page

I agree to the above: Student Signature _____

As the parent or legal guardian of the student signing above, I grant permission for my son / daughter to access the school network and the Internet. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying appropriate standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Parent Signature _____ Date _____

Name of Student _____ Room _____

Bring Your Own Device (BYOD)

Complete this only if your child is using their own device (not phones).

I have read this document and understand the contents and will keep to the BYOD protocols to maintain my BYOD privileges.

Student Name _____ ROOM _____

PARENT / CAREGIVER

I agree to support my child and the school with each part of this BYOD responsible use document.

Name _____ Signature _____

Date: _____