

Please read! There are tear off slips to return to school.



Mokoia Intermediate

Digital Device 2023

Responsible Use Agreement

Access to the Mokoia Intermediate network is a privilege, not a right. Any use of the network entails personal responsibility and compliance with all school rules. Please complete whether you have your own device or use a school device.

The Rights and Responsibilities of Mokoia Intermediate

Mokoia Intermediate is responsible for:

- Providing a strong and reliable computer network that is available to the school community for the purposes of teaching and learning
- Maintaining fast and reliable internet access to its staff and students
- Providing a safe and consistent Internet filtering process that aims to protect all users from misuse as long as the network is used for its intended purposes
- Providing, through learning programmes, the promotion of safe and appropriate use of electronic devices
- Maintaining the ability to monitor activity of users on the network which it will do randomly and periodically
- Maintaining a number of devices for student and staff use at all times
- Providing areas in the school where the device can be safely stored under supervision

Mokoia Intermediate has the right to:

- Expect that a digital device used for learning has a screen size no smaller than 8 inches / 20 centimetres (diagonal measurement). Cell phones are not acceptable; these enable the extra potential of bypassing our filtering by accessing a 3G, 4G or 5G network.
- Install Mobile Device Management software to supervise the device and manage learning apps while at school.
- Randomly and periodically monitor activity of users on the network
- Inspect, on a student's device, their current school work, mindful that the student's private content should remain private
- Remove a student's network access privileges
- Request a student to surrender their device to their teacher, team leader, assistant/deputy principal and/or principal to be returned to a parent/caregiver
- Expect students meet their responsibilities specified in this policy
- In cases of serious breaches of this policy by students, to permanently suspend the student's use of a device and/or inform appropriate external agencies/authorities, including the New Zealand Police
- Discipline a student by:
 - ◆ Prohibiting the students from bringing a device to school
 - ◆ Suspending the student's use of their device in class
 - ◆ Suspending the student's use on the Mokoia Intermediate network

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The Rights and Responsibilities of Mokoia Intermediate Teachers

The Teacher is responsible for:

- Working within the school's responsible use policy
- Ensuring that the teaching and learning provided in their class makes the best use of the available technology, including students accessing learning material and students submitting work
- Maintaining a high standard of behaviour in the class so that all students can access the internet and use their devices safely and to the best educational advantage

The Teacher has the right to:

- Restrict the use of the device in their class when an alternative learning strategy is being used
- Require students to produce handwritten work at any time
- Request the removal of a student's access to the Mokoia Intermediate network because a student has failed to meet their responsibilities in this agreement

The Rights and Responsibilities of a Mokoia Intermediate Student/Ākonga

The student is responsible for:

- The contents of their own device. If another person uses their device, the owner is responsible for ensuring it is used properly.
- Taking care in looking after their device
- Ensuring their device is fully charged at the beginning of each day
- Keeping the passwords to Mokoia Intermediate's network and any other programmes secure and private
- Using the device in class for learning as directed by the teacher or in association with the topics and work assigned
- Not using their device or the network inappropriately

A student will have the right to:

- Bring a mobile internet capable device to school
- Store private content on their device and that content will remain private
- Use their device for approved learning during class time and sometimes before school, at breaks and after school when agreed upon by the teacher

The Rights and Responsibilities of the Parent/Caregiver of Mokoia Intermediate Student/Ākonga

The parent or caregiver is responsible for:

- Endeavouring to provide their child with a device
- Discussing the contents and intent of this agreement with their child
- Remaining aware of what their child is doing with their device
- Ensuring their child understands the value of the device and respects it
- Insuring the device
- Notifying the school of any suspected misuse of the device in school time or on the school network
- Recording and storing the serial number of the device
- Having the power charger tested and tagged by an electrician.

The parent/caregiver has the right to:

- Expect that Mokoia Intermediate will provide a strong, reliable and safe computer network that is open to all members of the school community for the purposes of teaching and learning
- Expect that Mokoia Intermediate provides teaching and learning opportunities that make the best use of the device and available technology
- Ask to see work on the device that the student is currently undertaking
- Ask that that the student not bring their device to school

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- Query staff about work students are completing on the device

Examples of misusing your right to access the Mokoia Intermediate digital network

- Accessing proxy sites that allow the user to bypass Mokoia Intermediate's internet security and controls***
- Should this be in place, deleting the Mobile Device Management software if the device is intended to be used at Mokoia Intermediate
- Accessing, downloading, distributing or publishing offensive material
- Being involved in electronic bullying e.g. obscene, offensive, disrespectful or aggressive language towards others
- Distributing or publishing your own (or anyone else's) personal details over the Internet or between devices
- Distributing or publishing your own (or anyone else's) login details
- Sending email "spam"
- Using another person's log-in details
- Breaching copyright laws. Illegal downloading or sharing files that are protected by copyright
- Downloading and/or installing illegal software or software that you do not own or is not free
- Using a cell phone as a personal hotspot to bypass the need to use the Mokoia Intermediate network

You should also be aware that:

- While at school you are still subject to the school's internet safety policy which you read and agreed to on enrolment. This applies to school and personal devices.
- You are responsible for the contents of your own device and any activity that is done under your log-in details.
- If permission is granted to another person to use your device it is **YOUR** responsibility to ensure it is used properly. You will be held responsible.
- Failure to follow the guidelines, and to use your own common sense in judging what is right and what is wrong, will result in suspension of your right to use your device. Serious breaches of this policy will result in the permanent suspension of this right. Other consequences may also likely apply.

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 your responsibility.

School Liability Statement

- Students bring their devices to use at Mokoia Intermediate at their own risk. It is their duty to be responsible in the upkeep and protection of their devices.

Mokoia Intermediate is in no way responsible for:

- Personal devices that are broken while at school or during school-based functions
- Personal devices that are lost or stolen at school or during school-based functions
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues)

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Mokoia Intermediate Digital Device Agreement - School Copy

User Agreement - initial, sign (overleaf) and return

Please review and sign the agreement together with your child. No student will be permitted to use personal technology devices unless the agreement is signed and returned.

Students and parents participating must adhere to the Digital Device Responsible Use Agreement, as well as all Board policies, particularly Internet Acceptable User Policy and Internet Safety Policy. Please read carefully and students need to initial every statement:

- Students take full responsibility for their devices. Personal devices cannot be left at school before or after the school hours.
- Devices cannot be used during assessments, unless otherwise directed by a teacher.
- Students must immediately comply with teachers' requests to shut down devices or close applications.
- Students are not permitted to transmit or post photographic images/videos of any person on public and/or social networking sites.
- Personal devices must be charged prior to bringing them to school and run off their own batteries while at school. Charging will be available on a limited basis and is up to teacher discretion.
- To ensure appropriate network filters, students will only use the assigned wireless connection in school and will not attempt to bypass the network restrictions by using 3G or 4G network.
- Students understand that bringing devices on premises to infect the network with a virus or programme designed to damage, alter, destroy, or gain access to unauthorised data or information is in violation of the school policy and will result in disciplinary action. The school has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus.
- Mokoia Intermediate has the right to inspect content on any device irrespective of whether it has been the cause of a problem/attack/virus (This covers devices that may contain objectionable material obtained offsite and stored on the student owned device).
- It is the owner's responsibility for the repair of any malfunctioning/damaged devices. Mokoia Intermediate does not supply technical services for student owned devices.
- Students should not physically share their personal devices with other students, unless they have written parent permission to do so.
- The use of personal devices to support educational experience is not a necessity but a privilege. With respect of the rules, this privilege will benefit the learning environment as a whole. When rules are abused, privileges will be taken away.
- I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my technology privileges as well as other disciplinary action.

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Parents:

All devices brought to school are my son's or daughter's responsibility and the insurance for the device is my responsibility. School owned devices must be used as per this responsible use agreement.

My child will be using a personal device brought from home / a school owned device (please circle)

I have read this document and understand the contents and will adhere to each part to maintain privileges.

Printed student name: _____

Student signature: _____ Date: _____

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

Printed guardian name: _____

Parent/guardian signature: _____ Date: _____