

# **Digital Devices at Plimmerton School - 2018**

This page contains information about how digital devices are used and managed at Plimmerton school.



## **Overview:**

Digital technologies provide many new and positive educational benefits for our students. To ensure we can make the most of these benefits, Plimmerton School provides a range of digital devices across the school. In our classroom programmes we guide students to use a balance of both digital devices and other resources, and help them make decisions about which is most effective for their learning.

Students in **Kowhai and Mana Syndicates** have a range of digital devices for use at school. This includes chromebooks, laptops, desktops and iPads. The students share the devices either working on them collaboratively with other students, or having turns using them.

Students in **Mana, Hongoeka and Taupō Syndicates** have their own school google apps accounts, to complete some school based activities in google docs and slides. All activity in google apps can be monitored by teachers.

Students in **Hongoeka and Taupo Syndicates** are encouraged to bring their own digital device to school for the purpose of learning (chromebooks from 2018). This enables students to manage their own learning more, both at school and at home, and develop their responsibility as a cyber-citizen, with both support and guidance of teachers and parents.

## **Information about digital device use and internet access in the school**

Digital devices at Plimmerton School are used for educational purposes. Priority is given to the teaching and promotion of safe and responsible use of digital technologies (cyber-safety and cyber-citizenship), particularly in term 1 of each year. Students are also supported in their online searches to ensure appropriate, relevant and reliable Internet sites are being accessed. We guide students to balance their use and time on digital devices with non-digital resources and activities.

Students will be provided with personal password protected Google accounts for Internet, e-mail and cloud application access in Years 3 to 8. The students in Years 3 and 4 can only share email and google docs etc with other Plimmerton School account holders. Teachers can monitor all activity in each student's gmail and google drive through an application called Teacher Dashboard.

The school maintains a secure computer and wireless network. This includes using the Ministry of Education "Network 4 Learning" filter for Internet and e-mail. Access to social media sites is not available on the school network. We also regularly monitor students on-line usage, and review their emails and activities in the school google apps domain.

Students will not have access to digital devices at playtime or lunchtimes unless permission for a specific purpose has been granted, and they are supervised by an adult. Devices will be stored in locked cupboards or classrooms during intervals and lunchtimes.

## **Our expectations for all students when using digital devices**

1. Devices are only used at school under adult supervision.
2. Students are not to willfully access inappropriate, dangerous, illegal or objectionable material or activities using the Plimmerton School computer system (this includes owned and leased mobile computers and devices).
3. Students will use all digital devices or applications (eg. email, google apps and Seesaw accounts) in a way that reflects the values of the school.
4. Students will not play any non-educational games, at any time, on any device while at school, unless given permission to do so by their teacher.
5. Devices are not to be used at morning break or lunchtimes while at school (unless given permission to do so by their teacher with the teacher present). Devices will be stored in a secure location during these times.
6. No software may be downloaded or installed by students without express permission of the principal or the ICT leadership team.
7. All safety threats, cyber-bullying or incidents should be reported to the teacher or Principal as soon as possible;
8. Only the internet gateway provided by the school may be accessed while at school. Personal internet connected devices eg. cell phones, cell network adapters, t-stick, vodem stick, will not be permitted to be used to access outside internet sources at any time at school.

Misuse of equipment or digital resources may lead to exclusion of access and/or disciplinary action.

## **Online publication of student images and work at Plimmerton School 2018**

**Parental permission required. Please read the section below & complete the consent that follows.**

Plimmerton School publishes student material online for the following purposes:

- to provide authentic learning experiences and develop students' digital fluency;
- to encourage students to be part of and participate in and beyond the school community;
- to promote the school in the wider community.

Images and recordings of students and/or their work may be posted on the school's website, or other websites or blog sites with the approval of the staff member responsible. Staff will only use student's first names and Year level on the school's website or other publicly accessible websites/blog sites or apps. The School will not publish material online that shows students in a bad light, is defamatory, or is objectionable.

As part of our Cyber-Safety programme students will be taught to protect their identity, and their digital footprint. Students are expected to seek permission before publishing anything on-line. As noted above staff monitor students' on-line activity.

***In relation to use of photos, videos or audio recordings, please select the option you consent to:***

- I give permission for the school to 'post' photographs/videos/audio clips of my child, AND 'post' his or her work, where he or she may be identifiable and shown in a positive light.
- I DO NOT give permission for the school to 'post' photographs/videos/audio clips of my child or his or her work.

Parent Name : \_\_\_\_\_ Student Name: \_\_\_\_\_

Signed : \_\_\_\_\_ Date : \_\_\_\_\_

**Please note:** The first option is our preferred option as this allows us to promote safe and sensible use of digital resources in learning programmes and celebrate your child's successes.

If you select the second option:

- we will not be contacting you on a case by case basis to seek permission to 'post' recognisable photographs/videos/audio clips of your child or his or her work; and
- we may have to ask your child to step aside during photo/video/recording opportunities.

## **Bring Your Own Device (BYOD) Agreement at Plimmerton School 2018:**

***This agreement applies only to those parents who are providing a device for their child to use at school. Please read the following conditions carefully and sign the agreement below.***

1. All devices brought to school are my child's responsibility and the insurance for the device is my responsibility. Responsibility to keep the device secure rests with the individual owner. The Plimmerton School BOT, staff and employees, are not liable for any device stolen or damaged either at, or on the way to or from school. If a device is stolen or damaged, it will be handled through the administrative office like other personal belongings.
2. All devices should arrive at school each day fully charged and that my child may bring a charger for use during the day if required.
3. Devices brought to school are for the use of my child. The school adheres to a 'sharing screen' concept, whereby my child may share his/her screen with others. In collaborative group work there may be 2-3 children working together, however my child is in charge of his/her device.
4. The school retains the right to collect and examine any device that is suspected of causing problems (eg a virus), or being in breach of the digital device guidelines and/or cyber safety policy;
5. Rules and guidelines including the cyber-safety policies governing the use of any school-owned digital device, will apply to student-owned devices while they are at school, including adherence to the Copyright Act.
6. Downloading and updating apps is to take place at home only, unless directed by the teacher.
7. The school will install any software required to connect the device to Plimmerton School's wireless network.
8. If the school finds viruses, or other issues that make the device unsuitable for school use, then the device will be returned home to get fixed. Once fixed, the school will need to recheck the device.

Parent Name : \_\_\_\_\_ Student Name: \_\_\_\_\_

Signed : \_\_\_\_\_ Date : \_\_\_\_\_

Device Make/Model/Type; \_\_\_\_\_ Serial Number : \_\_\_\_\_