



Digital Technology and BYOD and Use Agreement 2023

ICT Vision

Technology plays a vital role in the 21st century. As 21C citizens, we want our children to be equipped with the knowledge, skills and experiences for them to be successful in the future.

Rationale:

We have to balance responding to the needs and learning styles of our 'digital natives' with ensuring BYOD and school Digital Use is developing in a way that is safe, practical and contributes to learning.

We know that these procedures will need to change and modify over time, as we come to terms with the increasing use of e-learning and the need to access it effectively.

Procedures:

Our citizens:

- are confident and capable users of ICT
- use technologies to participate in educational, cultural, and economic activities
- use and develop critical thinking skills in the online environment
- are literate in the language, symbols, and texts of digital technologies
- are aware of ICT challenges and manage them effectively
- use ICT to relate to others in positive, meaningful ways
- demonstrate honesty and integrity and ethical behaviour in their use of ICT
- respect the concepts of privacy and freedom of speech in a digital world
- contribute and actively promote the values of digital citizenship

At Knights Stream, we are committed to allowing responsible, learning-centred use of personal devices at school. Access to the Knights Stream network is a privilege, not a right.

Any use of the network entails personal responsibility and compliance with all school rules.

School Liability Statement

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

BYOD and Digital Use Guidelines:

- iPads MUST have and remain logged in to the KSS managed Apple ID that RevIT will set up before students can use their iPad at school
- Supervision controls will be managed by KSS
- Students MUST accept any apps that are being pushed out to their iPads by KSS
- Students MUST sign this agreement before they can be used at KSS
- Children are responsible for their personal devices (including using, transporting and storing)
- Devices must come to school fully charged
- Devices will not be used outside unless authorised by the teacher
- Devices will not be used during break times unless authorised by the teacher
- Children will keep the school's network passwords secure and private
- Children will *share the screen but not the device*

The School 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

It is the responsibility of parents and caregivers to:

- Remain aware of what their child is doing with their device at home through active supervision
- Check the content that is on the device (videos, photos, music etc)
- Ensure that their child understands the value and privilege of their device
- Insure the device
- Notify the school of any suspected misuse in school time or on the school network
- Record and store the device's serial number.
- Endeavour 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
- Ensure children do not have social media APPs loaded on ipads (Snapchat, Tiktok, Facebook, Messenger etc)

The parent/caregiver has the right to:

- Expect that Knights Stream School 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 Knights Stream School 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 the student not bring their device to school
- Query staff about work students are completing on the device

Knights Stream Primary 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 learning programmes that promote the safe and appropriate use of electronic devices
- Maintaining the ability to monitor the 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 and/or locked

Knights Stream School has the right to:

- Randomly and periodically monitor the activity of users on the network
- Inspect on a student's device their current school work, mindful that the students 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 students use of a device and/or inform appropriate external agencies/authorities, including the New Zealand Police
- Require students to produce handwritten work at any time
- Lock all school and student owned devices away at any time during the school day
- Discipline a student by:
 - Prohibiting the students from bringing a device to school
 - Suspending the students use of their device in class
 - Suspending the student's use on the Knights Stream network.

Examples of misusing your right to access the Knights Stream School computer network

- Access proxy sites that allow the user to bypass the Knights Stream internet security and controls
- Access, download, distribute or publish offensive material
- Be involved in electronic bullying e.g. obscene, offensive, disrespectful or aggressive language towards others
- Distribute or publish your own (or anyone else's) personal details over the Internet or between devices
- Distribute or publish your own (or anyone else's) login details.
- Send email "Spam"
- Use another person's login details.
- Breach copyright laws. Illegal downloading or sharing files that are copywrite.
- Download and/or install illegal software or software that you do not own or is not free.
- Use a cell phone as a personal hotspot to bypass the need to use the Knights Stream network.

Examples of misusing the school owned devices or personal devices

- Any form of social media being used during school time (excluding YouTube, which will be embedded for learning purposes)
- Inappropriate photos being taken
- Photos of other students without their permission
- Airdropping images to other students
- Emailing/messaging parents during class time. Any form of communication with parents must be done through Sue in the Tari

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 login 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 the 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.

Cell Phones

We understand that some families do want their students to have cellphones at school so after school arrangements and pickups can be made. To avoid inappropriate use, miscommunication and to prevent loss of cell phones the following procedure is followed. Cell Phones are not to be used by children in the school (including playgrounds) between 8.20 am and 2.50 pm. Nor are they to be used on any school outings.

Phones can be kept in bags or handed to the whānau teacher. The school takes no responsibility for cell phones damaged, stolen or lost. If there is a need for urgent communication either from or to the school it **must** be done through the office.

**Knights Stream School BRING YOUR OWN DEVICE (B.Y.O.D) and Digital Use
AGREEMENT**

Return Slip

This agreement covers both personal and school devices - iPads, and cell phones at Knights Stream School.

This is an agreement between YOU, YOUR PARENTS and Knights Stream School for BYOD and Digital use. In signing this you have read, understand and agree to the Knights Stream School BYOD and Digital Use Policy.

I _____ (child's name) have read the BYOD and Digital Use policy. I understand and agree to the conditions.

Signed: _____ (child) Date: _____

I _____ (parent's name) have read the BYOD Digital Use policy. I understand and agree to the conditions. I have discussed and explained these with my child.

Signed: _____ (parent) Date: _____

Student's Name: _____

Learning Space: _____

Device Type: _____

Device Name: _____

Serial Number: _____