

Waitaki Girls' High School BYOD/Cybersafety Agreement

I understand that I cannot use the computers or any BYOD at school without reading, signing and handing in this Agreement. This agreement will be lodged at the student office.

When using BYOD and information and communication technologies (ICT) at WGHS, I will always be a respectful, responsible and resilient digital citizen:

1. Computers and other communication technology equipment that belong to Waitaki Girls' High School are intended for educational purposes. Any other communication technology equipment that I use, including BYOD within the school environment (e.g. laptop, chromebook, cell phone) will be used in accordance with the school expectations and regulations.
2. I understand that all BYOD must adhere to the minimum screen size of 10".
3. I will use my device responsibly and will follow school and legal requirements.
4. I will be honest and fair in all my actions using BYOD and ICT.
5. I will only use ICT, including my own device, in the classroom at the direction of my classroom teacher and for educational purposes only.
6. I will not use my own or school devices to do anything that could hurt or misrepresent someone; I will not use my own or others' information for inappropriate use.
7. The school will view seriously any involvement in any incident in which communication technologies are used to facilitate misconduct, e.g. harassment, bullying, plagiarism, exam cheating etc.
8. I will seek support from a teacher/adult if I witness the misuse of devices/the internet by others or if I accidentally encounter inappropriate, dangerous or illegal material.
9. I will take care of information technology resources provided at WGHS.
10. I will be considerate of other users.

As a student I am responsible for:

1. The security of my own device is my responsibility. It will not be looked after by the teacher and insurance for it is my responsibility; the school holds no responsibility for any loss or damage which may occur.
2. Apps and software, including anti-virus software, on my device is my responsibility.
3. Requirements governing the use of any school-owned device will apply to student-owned devices while students are at school. This includes adherence to the Copyright Act and to this agreement.

The school is responsible for:

1. Promoting safe and responsible device and internet use, and providing advice on how to be a good digital citizen.
2. Filtering content and sites available to protect all users.
3. Monitoring internet use.

The school has the right to:

1. The school reserves the right to check at any time, work or data related to communication technologies in the school environment.

I understand that if I misuse BYOD/ICT at WGHS the consequences can include being prohibited from using my own or school devices and access to the internet, parents will be contacted, and further disciplinary action, as outlined in the school behaviour management procedures will occur.

Student name _____ Signature: _____ Date: _____

Parent name _____ Signature: _____ Date: _____

Waitaki Girls' High School Cell Phone Agreement

Waitaki Girls' High School is committed to:

1. Valuing and protecting the school day as a time for students to engage with teaching and learning.
2. Encouraging our students to be actively involved with each other and in the wider life of the school.
3. Developing self-confidence and resilience to minimise dependency upon social media.
4. Fostering face to face connection and a sense of belonging in our school community.

Expectations:

With these as our desired outcomes, there are clear expectations in place around the use of cell phones, ipods and other smart devices at WGHS so these devices do not interfere with school life. These guidelines are to be observed between 8.30am and 3.05pm on school days, as well as special school events outside regular school hours.

1. For students in Years 9 to 11, smart devices must be kept at home. If, in extenuating circumstances, students require their cell phone (for use either before or after school) it must be handed in to the school office for safe keeping prior to the Period 1 bell, where it can be collected at the end of the school day.
2. For students in Year 12 and 13, students may use their smart device during interval and lunch breaks, but during class time and between periods, cell phones must be turned off and stored in school bags.

Consequences:

Should a cell phone be visible during the school day, in contravention of these guidelines, there will be the following consequences:

First time – the device will be confiscated, labelled and held securely in the office until the end of the school week. At the end of the school day on Friday, the student can collect their phone from the office. Parents will be emailed to advise of the student breach.

Second time – the device will be confiscated, labelled and held in the office until the end of the school week. Parents will be contacted to advise of the student's breach and asked to collect the phone either at the end of the school day on Friday, or any time after that which is convenient for them. For our boarding families, a member of the Boarding House team can collect it at the end of the day on Friday.

Third time – should a student be found to be in breach of these expectations a third time, it will be considered as continual defiance. Further consequences will be applied which may include detention, and a meeting with the student, her parents (by phone with boarding parents) and a member of the Senior Leadership Team to determine next steps.

Note – Students who refuse to surrender their devices to a staff member at any point will be withdrawn from all classes until the issue has been resolved. The school reserves the right to ban non-compliant students from bringing smart devices to school for the duration of the year.

Any misuse of the privilege of using a smart device, such as to harass, intimidate, threaten or abuse other persons, or to photograph and/or video other persons without their permission, will result in parents being contacted. The school reserves the right to ban a student from bringing a cell phone to school in the event of such misuse. The school also reserves the right to contact the police if a message threatens harm to the victim.

While the school undertakes to provide reasonable security for valuables in particular situations, it accepts no liability for a cell phone which goes missing from a student's possession during the school day.

I have read the above cell phone procedures and agree to comply with them.

Student name _____ Signature: _____ Date: _____

Parent name _____ Signature: _____ Date: _____