

DIGITAL DEVICE USE AGREEMENT

Waihi College



Introduction

At Waihi College, we believe that digital technology is an important tool for learning. It helps us to explore new ideas, collaborate with others, and create amazing things. This agreement outlines how we can all use digital devices safely, responsibly, and respectfully, both at school and at home. By working together, we can ensure that everyone benefits from the opportunities that technology offers.

Our Values

These values guide our behaviour and decisions at Waihi College:

Manaakitanga

(Respect)

- Treat everyone online with kindness and respect.
- Think before you post or share anything.
- Report any cyberbullying or inappropriate content to a teacher or parent.
- Respect the privacy of others; do not share their personal information without permission.

Kotahitanga

(Unity)

- Work together with others online in a positive and collaborative way.
- Share your knowledge and skills with others.
- Be inclusive and welcoming to all.
- Participate in online discussions in a respectful manner

Kaitiakitanga

(Guardianship)

- Use digital devices and resources responsibly and sustainably.
- Protect our school's network and devices from viruses and malware.
- Use digital devices for learning purposes only during school time
- Report any technical issues to a teacher.

Whanaungatanga

(Relationships)

- Use digital tools to build positive relationships with others
- Communicate in ways that help everyone feel safe and included
- Respect differences in opinions and ideas online
- Ask for help or support if something online makes me feel uncomfortable
- Do not use or touch another person's device.

Responsibilities

Student Responsibilities:

I agree to use all digital equipment and my Waihi College network account responsibly. This means that:

- I will not damage or modify/change any digital learning equipment owned by Waihi College.
- I will not photograph, video or post on-line another person's information or images without their consent.
- I know that accessing other students' accounts or files is unacceptable. I will not allow other students to access school work on my account unless directed by a teacher.
- I know that bullying, threatening and deliberately spreading false information through the use of digital equipment and my network account is unacceptable.
- I will not access or attempt to access blocked sites. If I accidentally access an inappropriate site, I will close it immediately and talk to a teacher.
- I will not use any equipment to illegally download material or do anything that breaks copyright laws.
- I will not attempt to load or install any software onto school-owned equipment unless it has been approved by the IT Department.
- I will look after my private information and be especially careful about what private information I choose to share with other students at school. I will not share any of my private information online.
- If I know that another student is misusing a computer in any way, or that a student is being cyberbullied, I will tell a teacher.
- I will ensure my learning device is fully charged, ready for the start of school each day.
- I will bring a charging cable to school in order to charge my device if necessary

I recognise that failure to follow my responsibilities may result in pastoral action by Waihi College, including and not limited to account restrictions, payment of repair/replacement costs for equipment owned by Waihi College, or further action deemed necessary by Kaiārahi or the Senior Leadership Team.

Further IT Guidelines and Policies can be found on our SchoolDocs page at www.schooldocs.co.nz

Agreement

By signing this agreement, I agree to abide by the above guidelines and to use digital devices responsibly and respectfully.

Student Name: _____

Student Signature: _____

Class: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____