

## ***IT and Internet Procedure for Ākonga (students) for Area School***

Wā Ora Montessori School's IT ('Information Technology') network, internet access facilities and other school ICT ('Information and Communications Technology') equipment/devices bring great benefits to the teaching and learning programmes and to the effective operation of the school.

Our school has rigorous IT and internet practices in place, which include user agreements for all school staff and ākonga (students). All ākonga (students) are issued with a user agreement when they enter the area school at 6 years of age and once signed consent has been returned to school, ākonga (students) will be able to use the **school ICT equipment/devices**. No child will be allowed any access to school computers unless an attached '*User Agreement for IT (Information Technology) and Internet Use*' is signed by both the parent and the child and is returned to school and held on file.

The school's IT network, internet access facilities, IT and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on *or* off the school site.

The overall goal of the school in this matter is to create and maintain an IT and internet culture which is in keeping with the values of the school. This user agreement includes information about your obligations, responsibilities and the nature of possible consequences associated with IT and internet breaches, which undermine the safety of the school environment.

### ***Preschool and primary 6-9 years***

There will be NO computers in preschool and only one in each 6-9 class with internet use discouraged. The reason is that learning still needs to be a hands on and sensory experience in order for myelination of nerve cells (axons) to develop. The Montessori materials provide for this. In addition, we want ākonga (students) to get to know the process of researching, finding relevant information, comparing, contrasting, putting into their own language from reliable sources that have been through an editing process - ie - books.

### ***Primary 9-12 years***

In the 9-12 class there are more computers with access to the internet that ākonga (students) can use. In cases where an agreed identified learning barrier exists, ākonga (students) can bring in a laptop to support their learning, if agreed with the school

ICT becomes more prominent as lines of inquiry become more in depth, presentations have a wider scope of possibilities, and learning to touch type becomes important. The main uses for computers are research, word processing and presentations.

### ***High School***

In the High School, we have an option for ākonga to BYOD (bring your own device). All incoming high school ākonga will need to read the '*Personal IT Device Use at School*' procedure and sign the associated '*User Agreement for Personal IT Device*' which then allows them to use their personal device within the school environment and on the

school network. Most high school ākonga (students) bring their own devices and use them for most classes, however there are sufficient computers in the class for those who don't have their own.

### ***Important rules ākonga (students) must follow when using the school's computers***

1. I will only change my own, or my group's, work on the computer.
2. I will only visit appropriate websites; if I am not sure, I will ask an adult.
3. I will not give out information about myself or other people on the internet.
4. I will only use the computer when there is an adult in the room and in the way the adult says.
5. If I am using a laptop, I will make sure the screen is facing to the middle of the room.
6. I will not change any of the computer settings or passwords.
7. I will take proper care of the school computers. I know that if I deliberately cause the damage, loss or theft of computers, my whānau (family) may have to pay for repairs or replacement.
8. I will not use school computers for games or visit sites like Facebook, Twitter, Instagram, Snapchat, etc.
9. If I have my own username, I will log on only with that username. I will not allow anyone else to use my username and I will not tell anyone my password.
10. I understand that I must not at any time use a computer to upset anyone.
11. I will give consideration to other computer users.
12. If I accidentally access inappropriate material, I will:
  - a. Not show others;
  - b. Turn off the screen or minimise the window (do NOT get out of the programme);
  - c. Report the incident to a teacher immediately.
13. I will not bring software from home to use on school computers unless prior permission has been given.
14. I will not copy any software.
15. I understand that this document will be kept in the office and I can ask to see it whenever I like.

### ***Consequences for Breaches***

Breaches of the *IT and Internet Procedure for Ākonga (students) for Area School* will result in disciplinary action which may include informing parents/guardians and/or expulsion from the school if the breach is serious enough. Whānau (parents) may be charged for physical or electronic damage, loss or theft.

Ākonga (students) must comply with the Copyright Act 1994 when downloading files such as music and video clips. Anyone who infringes copyright may be personally liable under this law. If illegal material or activities are involved in breaches of the internet procedures, it may be necessary for the school to inform the Police.

**Please keep this document for future reference.**

**Please sign and return the attached *User Agreement for IT (Information Technology) and Internet Use***

## ***User Agreement for IT (Information Technology) and Internet Use***

Student (ākonga), parents, legal guardians:

1. Parents/legal guardians, please read, and students, please read or listen to this *User Agreement for IT (Information Technology) and Internet Use* document carefully to check that you understand your responsibilities.
2. BOTH the student (ākonga) and one parent/guardian must sign the appropriate sections of the agreement.

### **Section for Parent / Legal Guardian to Complete:**

My responsibilities include:

- I have read this Ākonga/Student IT and Internet procedure agreement carefully and discussed the Wā Ora Montessori School Computer Use Rules with my child so we both have a clear understanding of his/her role in the school's work to maintain a safe environment.
- I will encourage and support my child to follow the Wā Ora Montessori School Computer Use Rules.
- I will contact the school if there is any aspect of this use agreement I would like to discuss.

*I have read this Ākonga (Student) IT and Internet Procedure document and am aware of the school's initiatives to maintain a safe learning environment, including my child's responsibilities.*

**Name of parent / guardian:** .....

**Parent's Signature:** .....

**Date:** .....

**Cont.**

## ***User Agreement for IT (Information Technology) and Internet Use (cont.)***

### **Section for Student (Ākonga) to complete:**

I agree to the following Wā Ora Montessori School Computer Use Rules:

1. I will only change my own, or my group's, work on the computer.
2. I will only visit appropriate websites; if I am not sure, I will ask an adult.
3. I will not give out information about myself or other people on the internet.
4. I will only use the computer when there is an adult in the room and in the way the adult says.
5. If I am using a laptop, I will make sure the screen is facing to the middle of the room.
6. I will not change any of the computer settings or passwords.
7. I will take proper care of the school computers. I know that if I deliberately cause the damage, loss or theft of computers, my whānau (family) may have to pay for repairs or replacement.
8. I will not use school computers for games or visit sites like Facebook, Twitter, Instagram, Snapchat, etc.
9. If I have my own username, I will log on only with that username. I will not allow anyone else to use my username and I will not tell anyone my password.
10. I understand that I must not at any time use a computer to upset anyone.
11. I will give consideration to other computer users.
12. If I accidentally access inappropriate material, I will:
  - a. Not show others;
  - b. Turn off the screen or minimise the window (do NOT get out of the programme);
  - c. Report the incident to a teacher immediately.
13. I will not bring software from home to use on school computers unless prior permission has been given.
14. I will not copy any software.
15. I understand that this document will be kept in the office and I can ask to see it whenever I like.

*I have carefully read, or listened to, the Wā Ora Montessori School Computer Use Rules above and I will follow these rules whenever I use the school's computers. I agree to keep to these rules and I know that if I don't follow them, there may be serious consequences.*

**Name of student (ākonga):** ..... **Class:** .....

**Student's signature:** ..... **Date:** .....