

Green Bay School



INTERNET/WIFI/BYOD Acceptable Use Policy

PLEASE KEEP THIS DOCUMENT IN A SAFE PLACE AT HOME

Dear Parents/Caregivers and Students,

Please go through this policy together to ensure it is fully understood.

Digital Technology and internet access/WIFI, is a privilege available to students at Green Bay School. These guidelines are provided so that students and families are aware of the responsibilities when using devices for learning and internet/WIFI.



Internet/WIFI and Device use:

1. My use of Green Bay School digital technology resources, including the internet/WIFI must be used **only for learning**.
2. Creation or transmission of any material in violation of any New Zealand law or school regulations are prohibited. This includes copyrighted material, threatening or obscene material, or material restricted by school policy or staff.
3. Students should have **no expectation of computer privacy at school**, as the school monitors computers, e-mail and internet use.
4. I will report immediately any digital technology use that makes me uncomfortable or violates school policies.
5. I will only use the internet/WIFI with teacher supervision.
6. I will not attempt to gain unauthorised access to tamper with or attempt to bypass Green Bay School ICT systems.



Responsibility with Digital Technology:

1. I will accept responsibility for proper use of digital technology and report any misuse of technology.
2. I will respect the privacy and dignity of all students and teachers at all times. I will only open, copy, use or delete my user files, folders or passwords and not others.
3. I will only use my proper name for all school accounts and websites.
4. I will only use my personal accounts (not school) to sign up for any web services unrelated to learning at home.
5. I will respect all school devices and use them with care.
6. I will respect and not damage files, data or the network in any way including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programmes, or disrupting any computer system performance.
7. I will ask my teacher first for permission to download any software or app from the internet.
8. I will not access media/music streaming **sites unrelated to any learning** e.g. Spotify, Netflix, YouTube, during school hours.
9. I will only listen to music that is downloaded to my device (no streaming) and **with the permission** of the classroom teacher.
10. I will only have tabs and apps open related to my schoolwork after 8.30am.



Digital Citizenship:

1. I will keep all personal information on the Internet private, such as my full name, phone number, address and/or details about someone else.
2. I will keep my own passwords private and I will not share passwords with anyone.
3. I will not use social media and will not post pictures of others on social media.



E-Mail and Messaging Communication:

1. I will only use an e-mail account at school with the permission of a teacher.
2. I will use instant messaging and chat rooms only at home and not at school.
3. I will adhere to all of the guidelines in these policies when using a school provided e-mail account at school or another location.
4. I will use appropriate language by not using profanity or insulting language on any app or site.
5. I understand Green Bay School may filter or monitor school provided student e-mail accounts regardless of whether the account is accessed from school or another location.



BYOD – Bring Your Own Device

1. All devices brought to school are the student's own responsibility and the insurance for the device is the parent/caregivers responsibility.
2. Students and families agree to be responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
3. Teachers will provide a locked cupboard in which my child may place their device when not in use. The school holds no responsibility for any loss or damage that may occur.
4. All devices must arrive at school each day **fully charged**.
5. Devices are to be used only under adult supervision between **8.30am and 3.00pm**.
6. Devices brought to school are specifically for the use of my child. Any sharing is at my child's discretion.
7. Students are not able to use devices during break times. *The only exception to this rule will be when the students are using a device for the purpose of learning and are supervised by an adult.*
8. The school retains the right to collect and examine any device that is suspected of being in breach of this BYOD and Internet/WIFI policy.
9. All laws and policies that apply to the use of any school-owned digital device, also apply to student-owned BYOD devices while they are at school, including adherence to the Copyright Act and Harmful Digital Communications Acts.
10. Students must comply with teacher's requests to shut down or close screen. Devices must be in silent mode and put away when asked by teachers.
11. Students agree to download and update apps at home only unless directed by the teacher.
12. Students agree **not to play games or take personal photographs on their device between 8.30am and 3.00pm** unless given permission by their teacher.
13. Students agree to only record and/or post images/video that is related to school assignments and projects.
14. Violations of any Internet/WIFI use or BYOD Green Bay School policies may result in the loss of use of the device in school and/or serious disciplinary action.



Green Bay School provides filtered access to the internet on all devices. To allow this filtering to occur, students will be required to install a digital SSL certificate to their device. Without this certificate students will not be able to use some websites including Google and YouTube. This certificate does not affect internet use outside of the school. The certificate will be made available at school for the student to install on their device.

Deliberate attempts to gain access to sites containing material of pornographic, racially or religiously offensive, illegal or offensive material or material inappropriate to expectations of learning, will be dealt with as a serious violation of school policy.

INTERNET/WIFI USE & BYOD

USER AGREEMENT VIOLATIONS AND CONSEQUENCES

Green Bay School supports the **positive use of technology** for the purpose of enhancing and supporting learning.

Failure to comply with **any** rule described in this policy can result in the following consequences. Any more serious violations to the "Green Bay School Acceptable Use Policy" may warrant skipping steps listed or including other consequences up to and including stand down and/or legal action.



- | | |
|---------------------------------|---|
| 1st Occasion: | User will be banned from using devices/WIFI (whether school or personal) for between 1 day and 1 week depending on the severity of the offence. This can be decided by the classroom teacher or senior management. |
| 2nd Occasion: | 3-week user ban from using devices/WIFI (whether school or personal). |
| 3rd Occasion: | Full year ban from using devices/WIFI (whether school or personal). |

If the user has been banned and attempts to use another personal mobile device, that device will also be blocked from the WIFI network and additional disciplinary actions may be taken.

Thank you for taking the time to read through these guidelines with your child and supporting positive learning through digital technology at Green Bay School.



THIS SECTION MUST BE COMPLETED BY EVERY GREEN BAY SCHOOL STUDENT AND PARENT/CAREGIVER PRIOR TO USING THE INTERNET AT SCHOOL

Parent/Caregiver Please Tick:

We have read together the Green Bay School policy on internet/WIFI/cell phone use.

My child and I understand they must at all times follow all rules as outlined in the Green Bay School Internet/WIFI use and BYOD policy.

My child and I understand there is potential for them to access inappropriate information and that although every reasonable effort will be made on the part of Green Bay School to restrict/filter access, they are ultimately responsible for their own behavior.

My child and I understand that if they are issued and assigned a school device to use, it must be returned in an acceptable condition. **The cost of repair or replacement for any intentional or damage caused from misuse or carelessness will be with the student's family.**

My child and I understand that if they use any school device at any time, it must be used with all due care and the cost of repair or replacement for any intentional damage or damage caused from misuse or carelessness will be with the student's family.

My child and I understand that if the Green Bay School Internet/WIFI Use and BYOD policies are not followed, they may lose access to digital technology, internet/WIFI and BYOD at Green Bay School and/or be referred to school management.

My child and I have read together the Green Bay School Internet/WIFI Use Policy and I give my child permission to use the school internet/WIFI and school digital devices for learning only.



Student Section:

.....
Name of Student

.....
Signature of Student

.....
Date

.....
Year and Room Number



Parent / Caregiver Section:

.....
Name of Parent / Caregiver

.....
Signature of Parent / Caregiver

.....
Date

PERMISSION TO BYOD

This section **MUST** be completed if you will be bringing a Chromebook/device to school to use for learning.

My child and I have read together the Green Bay School Policy and I give my child permission to take their own Chromebook/device to school for the purpose of learning.

Student Signed:

Parent Signed: