Student / Parent and BYOD
Responsible User Agreement
for Cambridge Primary School

OVERVIEW

Digital technologies are tools that can help us learn at school in all sorts of ways. Some of these ways include looking at interesting things online, talking to people, creating music and media, gathering new ideas, and learning how to use tools.

When we use digital technologies and online spaces it's important that we learn ways to keep ourselves safe, and that we make positive choices in ways we behave when we are online. At Cambridge Primary School we call this being a 'digital citizen' and good digital citizens help to make our school a safe and positive place for everyone.

This agreement shares what Cambridge Primary does to help make learning online safe, and what we need to do. We know it is not always easy to understand everything about online spaces. It can be complicated at times, and somethings things can go wrong. This is why it's important that we commit to making it as safe as possible to use digital tools and online spaces for learning.

CAMBRIDGE PRIMARY SCHOOL'S ROLE

CPS supports you by helping you learn in the best ways we can, and we have a responsibility to keep you safe at school whether you are online or offline.
We will do this by:

- making everybody aware of their responsibilities
- planning times throughout the year to learn with Year 3-6 students about positive online behaviours and ways to keep safe.
- overseeing students' use of school's digital devices and online spaces
- offering access to the internet and online platforms
- the school network uses filtering software to protect everybody
- helping students who need support to deal with online problems
- keeping the personal information the school collects about you safe
- protecting your rights to a safe and positive online environment
- providing opportunities to use digital technologies in your learning at school
- having a plan to help you when something serious or illegal happens that involves digital technology or online spaces. This might include getting in touch with the Police or Netsafe.

YOUR RESPONSIBILITIES - Student

As a CPS learner and a part of our community, we ask you to help make our school a place that is safe, friendly and fair. This means taking our school values and acting on these whether you're online, or offline, and helping to make our school a positive place to learn, connect and play. This is being a 'digital citizen'.

As a digital citizen, you will:

- Keep it kind and positive. Think about others online and talk or share in respectful ways.
- Be security smart. Keep passwords and information about yourself and other people private and offline. Nothing is private online. Keep personal information secure.
- Keep it careful.   Because things you do or say online can be seen by others, be careful to share things you can feel proud of, or would be happy sharing with someone face to face.
- Don't believe everything you see. Always think carefully about the information you see online – not everything is true. If you are unsure of something talk to a teacher.
- Respect others' rights. Avoid online bullying. Creating or forwarding content that is harmful or hurtful towards someone else is not okay at any time.
- Recognise other's work. When we use or take others' work or ideas from the internet, we need to make sure we copy or use these in ways that are okay because there are rules about this. Your teacher will help you to use things you find online in the right ways.
- Use personal devices sensibly. Keep your device(s) on silent during school hours.
- Seek help. Sometimes you or someone you know will feel unsafe or come across bad or hurtful content online. If this happens talk to a trusted adult about what can be done.

ONLINE INCIDENTS
This section outlines how students can seek support and assistance if they encounter any online concerns

Despite the good things technology offers and people's best intentions, sometimes things will go wrong. Sometimes these things are on purpose, and sometimes they are accidents. CPS will support you if something goes wrong online.

Report a problem: We need your help to keep our school safe. If you see something on the school devices that you don't think should be there, we need you to report it as soon as you can to your class teacher, team leader, Deputy Principal or Principal. This is really important, so that the school can find out what the problem is and resolve it as soon as possible.

Online safety support: Netsafe is our New Zealand online safety organisation. They are able to help when things go wrong online, or when we have problems with content or negative things that others are doing online. They provide free, private advice for you and your family seven days a week for all online safety challenges. They can be contacted on 0508 638723 or online at netsafe.org.nz

STUDENT STATEMENT (Year 3-6 Students to complete)

I know about the ways I should use digital devices and online spaces at school for learning.

I know that I should be kind, careful and responsible when I use school or my own device or when I go online.

I know that if I behave in ways that are not safe, kind or responsible, that this is not okay at CPS. There may be some actions that my school might have to take.

I understand and agree to use digital technology and the internet at school safely and only for learning, whether it is on a school device or one I have brought from home.

Student signature _____ Name _____Date _____

PARENT/ WHĀNAU/ GUARDIAN DECLARATION

 I understand that our school is supporting students as they learn the skills required to become successful digital citizens. Our school defines a digital citizen as someone who;

- is a confident and capable user of ICT
- uses technologies to participate in educational, cultural, and economic activities
- uses and develops critical thinking skills in cyberspace
- is literate in the language, symbols, and texts when using digital technologies
- is aware of ICT challenges and can manage them effectively
- uses ICT to relate to others in positive, meaningful ways
- demonstrates honesty and integrity in their use of ICT
- respects the concepts of privacy and freedom of speech in a digital world
- contributes and actively promotes the values of digital citizenship

I understand that our school has a 'Digital Technology and Cybersafety' policy and associated procedures* which outlines the schools digital citizenship approach and how this supports teaching and learning.

*These documents are available on school docs.   http://cambridge.schooldocs.co.nz/

I understand that the school provides access to the internet and other communications technologies because it believes that they enhance the teaching and learning process.

I understand that the school encourages responsible student behaviour when using technology. This will help protect our students from experiencing harm online. I am aware that this "Responsible Use Agreement" is part of that, and that it encourages students to consider how their actions can affect themselves and those around them.

I have read the student declaration and have talked with my child about what it means to them. I am happy that my child understands what this means, and that they are capable of working within the guidelines.

I am aware that students can experience challenges when using technology, but that the school makes every effort to support students to manage those challenges effectively. I understand that by learning to deal with these challenges in a safe environment with support, students will be better prepared to deal with those challenges in the future.

If I have questions or concerns about the way in which technology is being used by my child at school, I know the school is happy to discuss this with me, and I am aware that I am welcome to do this at any time.

I know that if my child makes choices or behaves in ways that don't align with this Student User Agreement there may be consequences or outcomes that the school will talk about with me.

Parent signature _____ Name _____Date _____

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CPS STUDENT - BRING YOU OWN DEVICES (BYOD) USER AGREEMENT

Only to be filled out if your child/ren is bringing their own device to school…

Students and whānau/guardians wishing to participate in the BYOD (optional) scheme, must adhere to all Board policies and school procedures including the *Responsible User Agreement*.

BYOD User Agreement:

- Parents understand that as part of our BYOD agreement they
  - Require an appropriate case to protect their child/ren's device e.g - ipads - tough case
  - Will download requested apps / extensions outside of the school environment (ie. at home)
  - Ensure children's devices are signed out of itunes/ play store
  - Will provide serial numbers for each device brought from home

Name of Student: _____ Device: _____

Room: _____

Serial Number : either 11 or 12 characters

- Students understand that it is their responsibility to look after and care for their device. They will make sure:
  - Their device is fully charged every night
  - They are careful with their school bag, so they can keep their device safe
  - They zip their school bag up to keep their device from falling out
  - Their water bottle / togs are not in their school bag with their device at any time
  - They take their device home each night
  - They leave devices in tough cases provided
  - They power off their device at the request of any teacher
  - They do not use their device on school grounds when not under teacher supervision

Security and Damages:

Responsibility to keep the devices secure rests with the individual owner. The CPS BOT, staff and employees, are not liable for any device stolen or damaged at school or on the way to or from school. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artefacts that are impacted in similar situations. All devices brought to school are the child's responsibility and the insurance for the device is the parent/guardian's responsibility.

- When I am not using my device, I will make sure:
  - it is safely stored in the classroom
- I understand only I, the teacher or another adult assisting the teacher can access my device at school.
  - My classmates are NOT allowed to use my device
  - My classmates are allowed to share my screen when we are working in a group only, but I must be in charge of my device.

Student Name:_____Parent

Name:_____Student Signature:_____ Parent

Signature:_____Date_____

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Apps List 2019 - for ipads (BYOD)

Please add any apps you would like to request from parents as part of our BYOD programme underneath this page with an image of the app.

Google Drive	Google Chrome	Google Docs	Google Sheets	Google Slides
Cloud storage for content created on iPads/ Chromebooks	Browser of choice for iPads	Create, edit and share documents	Create, edit and share sheet	Create, edit and share presentations
Free	Free	Free	Free	Free
Google Classroom	iMovies	Kahoot	iBooks	Padlet
Sharing and storing learning	Create movies - these can be shared and uploaded to blog		Read ebooks	Sharing/ brainstorming
Free	Free	Free	Free	Free
Sphero edu	Pic Collage Lite	Qrafter QR Reader and Scanner	Dictionary	Class Dojo
	Sharing ideas in numeracy and literacy.			Student portfolio of learning
Free	Free	Free	Free	
Maths slide tens and ones	Math Slide multiply and divide	Math slide Place value to 1000	Maths slide Basic facts	Google Keep
				notes, reminders and lists
Free	Free	**Free**	Free	Free

Chromebook Extension List 2019

Google Drive	Google Chrome	Google Docs	Google Sheets	Google Slides
Cloud storage for content created on iPads/ Chromebooks	Browser of choice for iPads	Create, edit and share documents	Create, edit and share sheet	Create, edit and share presentations
Free	Free	Free	Free	Free
Google Cast	Google Keep	Powtoon	Google Classroom	Padlet
Mirroring and sharing on TV	Speak a voice memo on the go as well as add pictures and text	video animation software and a presentation animation software	Sharing and storing learning	Sharing/ brainstorming
Free	Free	Free	Free	Free
Kindle Cloud Reader	Evernote	goo.gl URL Shortener	WeVideo - Video Editor and Maker	Sphero Edu
Read text online	Store ideas and share ideas	Qr code generator		
Free	Free	Free	Free	Free

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