



St John's Girls' School

Te Kura Kōtiro ō Hato Hoani

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Digital Citizenship and BYOD Agreement 2023 – for all students

We want our students to achieve to the best of their abilities. We believe the use of personal devices in the senior classrooms assists students in reaching this goal. Students in Rooms 1 – 3 are not expected to have a personal device. There are several class devices that can be used. We limit the use of devices for the younger girls.

The procedures below ensure that the use of school and personal devices is both safe for our students and effective for their education.

1. BYOD stands for, bring your own device, a device being a privately owned, portable, wireless, electronic piece of equipment. Having a personally owned device allows the learning to become individualised as the device is specifically set up for them, with their photos, music, graphics, logins and accounts. They are able to access their learning at home on their device.
2. Internet access is through the school Wi-Fi network. At no time are students allowed to use personal Wi-Fi or mobile broadband service for data as this bypasses the school filtering service (as well as costing the owner money). No data plan is required but should you have one, St John's Girls' School is not responsible for any overuse.
3. Internet filtering is provided by our internet provider, Network for Learning. While students own their devices, the network being used belongs to the school and internet access will be filtered while the students are connected through the school's wireless network. However, with the increasing use of secure websites, (https), filtering is less reliable, so we must all teach the girls what to do if inappropriate material comes up.
4. Access will be taken away if inappropriate online behaviour is discovered. Inappropriate usage includes but is not limited to;
 - a. Use of social networking that impacts negatively on another student
 - b. Misrepresenting the school online, eg inappropriate activities while in school uniform
 - c. Deliberately accessing inappropriate websites
 - d. Deliberately accessing staff only areas of the network
 - e. Downloading large amounts of data for personal use
 - f. Supplying any personal details of people via the internet
 - g. Putting photos of other people online without their explicit permission
5. Any personal device brought into the school is the responsibility of the student. We recommend that parents purchase the necessary insurance cover to protect their investment and consider insurance against theft and accidental damage.
6. St John's Girls' School is not responsible for the theft, loss or damage to the device, nor responsible for maintenance of the device. Theft should be reported immediately to a

teacher. In order to enable the device locator, Open your Google Account. In the "Security" section, find "Your devices." Select Manage devices. Select the lost phone, tablet, or Chromebook.

7. Classrooms all have a secure place to store devices when the girls are not in the room. It is the child's responsibility to put it there.
8. Devices are not to be used at breaks without the permission of the teacher. This includes cell phones, although cell phones can be briefly checked if girls are expecting a message from **a parent**.
9. These procedures apply to all school events, eg camps, athletics etc.
10. The device is for the use of the owner. Any sharing is at the owner's discretion.
11. Students without a personal device still have access to a school device, PC, Chromebook or iPad.
12. E Safety awareness will be taught annually. We often discuss responsibilities regarding digital technology but please be mindful that the girls will continue to require guidance, particularly with their social usage. Many parents make use of a parental control app, such as OurPact or Kidslox to help maintain boundaries.
13. All alarms/ringers are to be silent.
14. Devices must be fully charged before coming to school.
15. Students are not to upload images, work, videos etc. without the permission of a teacher and in doing so must abide by the school rules around using images, ie include no identifying information of other people.
16. Students may only use the internet when an adult is present.
17. Music and gaming apps to be kept to a minimum so that the memory will be available when required at school.
18. Students must relate to others online in a positive, ethical manner.
19. Students must consider the school's reputation and image when posting photos online of themselves or others in school uniform.
20. All purchasing or updating of purchased apps is the responsibility of the owner. As children under the age of 13 cannot legally have their own purchasing account, we recommend you use Family Sharing for iPads, or Google's Family Link for Chromebooks.
21. Students may access the photocopier (printer) at the discretion of the teacher.
22. Teachers will encourage the use of mobile devices where possible but this will vary from class to class and day to day. They are used more for reinforcing learning than for creating in the junior school.
23. All devices on site are subject to monitoring, checking and audit by the homeroom teacher at any time.

24. These guidelines will be signed annually and serve as an agreement between the child, parent and school around the use of portable devices and the internet. The 'school' has the right to access personal devices if a breach of the agreement is suspected. Should a violation be discovered, consequences will follow, ie losing the right to use the personal device for a specified time or the right to use the school network.
25. All students and parents/caregivers must sign the Digital Citizenship and BYOD Agreement (attached) annually to show they have read it and agree to it, before the girls are able to access the internet/use their device.

Please only return the signed agreement on the next page.

2023 BYOD Agreement

(Only return this page)

Student

I have read these guidelines/had them read to me, on the use of BYOD and the internet at St John's Girls' School and know that if I do not follow them I may lose the right to use my device or the school system to access the internet and that the school may take disciplinary action against me.

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Name (Printed)

Year/Class

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Signature

Date

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Serial number of device

Parents/Caregivers

I have read this agreement and understand that my child is responsible for using her device and the internet within the above guidelines.

I have gone through the agreement with my child and explained its importance and that there may be consequences for breaking the agreement.

I understand while the school will do its best to restrict student access to inappropriate material on the internet, it is my child's responsibility to have no involvement with such material.

(If applicable) I give permission for my daughter to bring her personal device to school, and understand that it is at her own risk.

I give permission for my daughter to be given access at school to the internet.

I give permission to have her work or image placed online for appropriate circumstances in line with the school's policies (no surnames, appropriate work and images.)

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Name (Printed)

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Signature

Date

