Gisborne Intermediate School

Te Paekura

E-LEARNING AGREEMENT

The following agreement covers the student's use of all e-Learning facilities at Gisborne Intermediate School for educational use and the online publication of student work and images. ***Students may use these facilities for class work, research, the preparation of assignments and appropriate school communication.*** The resources provided include computers, access to network resources, educational programmes and the internet. Care must be taken to ensure the resources are protected from harm and that no users are exposed to materials considered offensive or illegal. Students and parents should carefully read the conditions below. To have access to the school's e-Learning resources, students must agree to abide by the school's e-Learning Agreement.

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1. I will be given my own Google Account username and I will log on only with that username. I will not allow anyone else to use my username, or give anybody else access to my account.
2. My password is my own for which I am responsible.
3. I will not use or have any involvement in using my school account in a way that might put myself or anyone else at risk (e.g. bullying, endangering my Cyber Safety, inappropriate use...).
4. I understand that at all times ICT must not be used to offend, upset, or bully under any circumstances.
5. I understand that the rules in this agreement apply to BYOD devices as well.
6. Students must take care of and care for all ICT tools and equipment at all times.
7. Students' online school accounts will be monitored. Students need to be aware that documents, files, and media stored in their Google Drive folders will be checked from time to time by their teacher or the computer technician. Any students not following instructions will have access restricted or denied.
8. The use of e-Learning facilities, specifically the Internet, is for educational, collaboration, and research purposes only:
   - Deliberate attempts to look for or download and use material that is illegal or which would be thought of as offensive is not permitted. Only materials required for **school activities** may be downloaded. If students should unknowingly navigate to a website that contains material that may be considered offensive, they must clear the screen immediately and notify the teacher.
   - Privacy and ownership of others' work and materials from the internet must be respected at all times. Teachers will endeavour to educate students around the understandings of copyright and creative commons.
   - The use of online collaboration through chat facilities, video conferencing etc, must only be carried out as part of educational online activities.
9. When bringing a BYOD (Bring your own device) to school students and parents understand:
   - Students will need their BYOD named to identify the owner.
   - Students take full ownership for their device; including insurance. **School will not replace damaged or lost equipment.**
   - All devices must arrive at school each day fully charged. A charger may be used during the day if required.
   - Devices are only to be used under adult supervision. **Not during interval or lunch times without teacher permission.**
   - Devices brought to school are for the use of my child. Any sharing is at my child's discretion.
   - Students will use cloud based applications such as Google Apps for file management.
   - To ensure appropriate network filters, students will only use the BYOD wireless connection in school and will not attempt to bypass the network restrictions by using outside networks such as 3G/4G.
   - It is the owner's responsibility for the repair of any malfunctioning/damaged devices. Gisborne Intermediate **does not supply technical services for student owned devices**.

Online Publication of Student Images and School Work

The school uses a range of learning technologies to enhance student learning. These include email, and the Internet. From time to time, we publish on the school's website and social media sites (such as Facebook); material for educational purposes, to share the results of learning within the school community, and to promote the school within the wider community. This may include examples of students' schoolwork and images of students and groups of students in activities at the school. Images of students may include scanned, digital, or video of them taking part in school or class activities.

Teachers will adhere to the Code of Ethics as a guide for safe and effective use of all social media. Please refer to the Ministry of Education's guidelines.

http://educationcouncil.org.nz/content/code-of-ethics-certificated-teachers-0

Objectives

There are three main reasons the school publishes student material online:

a. to educate the student in accordance with the national curriculum, including the role and use of technology in society;

b. to encourage the student to be part of and participate in the school community; and

c. to promote the school in the wider community.

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By signing this agreement and using the equipment and resources of Gisborne Intermediate School, the student agrees to abide by these conditions and the parent/guardian agrees to support the school to uphold them. We appreciate that when used appropriately digital technologies are an important tool in the learning process. Students are responsible to abide by the e-Learning protocols promoted by the school. This consent form lasts for the two years that the student attends Gisborne Intermediate School.

Parent (Please tick boxes to indicate consent)

☐ I understand the conditions under which e-Learning facilities are made available and agree to those conditions. I further understand that additional explanations can be obtained from the school upon request.

☐ I understand that my child may be accessing the Internet for educational purposes or in accordance with this Agreement. I understand that any use of facilities contrary to this Agreement, or generally, will be treated as a breach of school discipline and shall be dealt with accordingly. This may involve a period of non-use of digital technologies at school.

☐ The school reserves the right to vary the terms of this Agreement to accommodate unforeseen circumstances relating to the use of facilities by students. Variations shall be in writing signed by the school Principal, and shall be distributed to students and shall take effect accordingly.

☐ I authorise Gisborne Intermediate School to publish images/video of my child on the Internet, as well as any work that he/she may create at school, in strict compliance with the ministry's guidelines for social media use in the classroom. I agree that this consent shall continue, unless withdrawn by notifying the school.

Caregiver

Parent/Guardian Name: _____

Relationship to student: _____

Signature: _____ Date: _____

Student

I agree to abide by the conditions outlined in the school's e-Learning Agreement and I am aware of my responsibilities with regard to the use of e-Learning facilities at Gisborne Intermediate School.

Student Name: _____

Date: _____