



## Parent/Caregiver Information Information and Communication Technologies (ICT)



# Sunnyhills School

Students will be able to use the internet and ICT at Sunnyhills School provided that the “My Digital Citizenship Agreement” consent form is sent home and returned, signed by the relevant caregivers. This “My Digital Citizenship Agreement” will form the basis of the documentation that the caregiver and the students agree to, including this Parent/Caregiver Information document.

*Please note: The use of the word ICT in this document refers to any use of Information and Communication Technologies. This includes computers, internet, digital cameras, video cameras, and other educational specific hardware and software.*

### **INTERNET**

The internet is an essential tool for the education of students and the improved delivery of curriculum material(s). Students are encouraged to make use of the services to this end. The school leadership team reserves the right to make random audits of the history files that record which websites students have visited.

### **GOOGLE APPS FOR EDUCATION (GAFE)**

Sunnyhills School will provide students with access to Google Apps for Education (GAFE) accounts. Google Apps is a free online Office-type environment available using the Internet. The Education version (GAFE) is a customised version which is tailored specifically for educational institutions. For example, accounts are managed by the school (and not by Google) and all advertisements are turned off. This service is available through an agreement with Google and Sunnyhills School. GAFE runs on an Internet domain owned by the school and is intended for educational use. Access to Sunnyhills Gmail accounts will be limited for educational purposes only.

Years 0-2 students have access to GAFE through a Sunnyhills class account, and years 3-6 students will be issued a unique sunnyhills.school.nz email address which will serve as their login to GAFE. Web based applications made available include document and presentation creation tools. These applications do not reside on the computer itself, but rather they are accessed through a web browser. This is considered working “in the cloud.” The benefit of this structure allows flexibility in accessing student learning from ANY computer with Internet access. Staff and students can access their learning from any internet connected device.

From year 3-6, school staff will monitor student use of Google Apps through a third party tool, Hapara’s Teacher Dashboard, which enables viewing and access to all children’s work. Parents are responsible for monitoring their child’s use of Apps when accessing programs from home. Login access to GAFE is available on Sunnyhills School website using the ‘Login to Learning’ button for those children with individual accounts. Students are responsible for their own behaviour at all times.

The Google agreement with Sunnyhills provides access to Google applications and storage. While Google hosts these services off-site, Sunnyhills maintains the ability to manage users, groups and settings, much like other locally hosted systems. Students have no expectation of privacy in their use, as school administrators have the right and ability to monitor user accounts for policy and security enforcement. This means that Sunnyhills can grant and revoke user access and control other settings to ensure a safe and secure collaboration environment for students and teachers.

### **THIRD PARTY WEBSITES**

In order to utilise technology to support the learning, Sunnyhills School may use third party websites and online services, such as Google Apps, Prezi, Animoto etc. for its students. Such services are used to assist with education specific needs both inside and outside of the classroom. Many of these services have education specific versions that enable teacher control/monitoring. The school, when possible and appropriate, will utilise the education specific versions and also restrict the use of the services and access to posted material to the classroom which your student is involved in.

## **USE OF EQUIPMENT/HARDWARE**

Computer and ICT equipment is provided for the education of students and the improved delivery of curriculum material(s). This equipment is a privilege not a right. Care and sensible handling of all computer and ICT equipment is expected at all times.

## **SECURITY/ACCOUNTS**

Username and passwords are not to be given out or used by anyone other than the intended recipient.

- Keep all usernames and passwords a secret. These are intended for you only.
- Under no circumstances are students to use, move or explore other student's or teacher's personal files.
- At no time are students to place orders for goods or services (buy things) over the internet.

## **PHOTO AND VIDEO PERMISSION/ POSTING OF MATERIALS**

Throughout the year, students will participate in school activities, events or projects in which they may be photographed or videotaped. This includes but is not limited to school sports days, interschool sports days, school portraits, student projects, field trips or special events. Sunnyhills takes pride in the learning and progress of our students and looks to share this via our school website. [www.sunnyhills.school.nz](http://www.sunnyhills.school.nz)

The following guidelines will be adhered to with the posting of materials onto the school website or associated blogs/online accounts.

- First names only are to be attached to students work.
- First names only are to be attached to any photos or video where staff deem appropriate.
- Final copies will be screened by a staff member before posting.
- Only staff or trained ICT monitors will be able to post information after teacher screening.

From time to time Sunnyhills would like to use these photos, or work in local newspapers, the school website/blogs/wikis, and school display areas. Often these photos will include a caption with a student's full name and possibly age.

The following guidelines will be adhered to with the posting of materials for marketing purposes:

- Images will show the school/child in a positive light e.g. drama, musical, performances, sports and awards ceremonies.
- We will regularly review and delete any unwanted material
- All photo opportunities will be approved by management.

## **CHANGES TO THIS POLICY**

Due to the rapidly changing nature of Information and Communication Technologies (ICT) the school reserves the right to change this agreement at any time. If a change is necessary, an updated agreement will be issued to all students.

It is expected that this document will be updated as required and that students and caregivers will revisit this form for agreement.

## **PENALTIES**

There may be consequences for students who use the computers or ICT in unacceptable (improper) ways. The consequences may include the removal of privileges and, being banned from using computer resources for a certain period. In cases of deliberate damage, costs for repair of damaged resources and/or for the technician time taken to repair the damage may be charged. Parents will be contacted in more serious situations.

## **LIABILITY**

Sunnyhills School has taken all possible precautions to maintain the safety of all users and these guidelines are written and enforced in the interest of all users' safety and effective use of the Internet and ICT.

# Student Copy

## My Digital Citizenship Agreement

The following is based on the Key Competencies, as defined in the New Zealand Curriculum document, when working, playing and communicating online.

These competencies are used to live, learn, work, and contribute as active members of our communities. More complex than skills, the competencies draw also on knowledge, attitudes, and values in ways that lead to action. They are not separate or stand-alone. They are the key to learning in every learning area.

As a digital citizen I agree:

### I can **Manage Myself** by:

1. only using the Internet with adult/parent permission and supervision.
2. checking with an adult before I give out personal information online. At Sunnyhills we adhere to the following guidelines:
  - First names only are to be attached to student work/photos or video online
3. making sure I keep all passwords a secret.
4. taking care of all technologies I use by:
  - treating equipment with care and respect (no food or drink close by)
  - telling an adult if anything isn't working or is damaged
  - not downloading any software/apps or subscribing to anything online without adult permission
  - asking permission from a teacher before using any technology
5. clicking off a window and telling an adult straight away if I find or see anything online that is inappropriate (rude, racist, obscene) and makes me feel uncomfortable or I know is wrong.
6. telling an adult straight away if I'm being bullied or attacked personally online.

### I can **Participate and Contribute** by:

1. using the Internet and technologies for learning tasks (researching, publishing, creating, presenting)
2. communicating with others in a respectful, thoughtful careful way, even when no-one is looking I will think, "what would granny think if she saw it?"
3. **behaving in a safe way** - which respects and protects myself, property and others. This means I will:
  - use appropriate names and language online
  - be proud of what I put online
  - add appropriate posts, conversations online
  - forward only appropriate, and legal material onto others
  - get permission before going into other students' or teachers' files/work

# Student Copy

## My Digital Citizenship Agreement

### I can Relate positively to Others by:

1. thinking carefully before I write/post anything online about anyone else. I will treat others as I want to be treated and will:
  - ask permission before sharing information about others
  - ask permission before taking photos/video of others
  - initiate polite, respectful and caring talk to or about others
  - **not** join in when others are engaging in nasty/rude/bullying talk - if you wouldn't do it face to face, don't do it online
  - seek permission before downloaded any material or resources
2. validate/cite resources used such as photos and videos etc, asking for permission and using Creative Commons resources (not re-using forms of media such as photos/videos that are copyright).
3. tell an adult straight away if I think or know someone else is being bullied online and show support for that person.

### I can show I'm Thinking by:

1. behaving in a safe way - which models respect for myself, others and property for others to see.
2. knowing that when something is digital, it is public, whether it was supposed to be private or not.
3. making the right decisions and challenging questionable decisions of others.
4. understanding and talking about the consequences of inappropriate behaviour online.
5. keeping home and school separate by not accessing home or personal email accounts from school or copying software/information to our school server.

### Through the use of Language, Symbols and Texts I will:

1. use appropriate language when communicating through use of technologies (no mean or rude words, or any other language that could be read as such).
2. check with a teacher before sending any form of communication.