

As a parent / caregiver of a learner in Year 7/8, you must understand and agree to the information and expectations in this document as a condition of your child using their own, or school, digital device at school.

BYOD means that the digital learning device (e.g. Chromebook, laptop, iPad) is owned by the learner, moving between home to school with the learner each school day. This allows for **anywhere, anytime learning**. Learners will use their device to collaborate in real time, research for projects, and access websites with curriculum-related content. They will also connect with learning tasks shared by their teacher(s) on Google Classroom.

The Ministry of Education provides for internet connections and filtering of content through [N4L](#), to support safe online activity. SFDS purchases individual student licences for [Hapara](#), and contracts to an IT provider for connections to our school wifi and for trouble-shooting any technical issues. Please note, our IT provider is not contracted to fix broken BYO devices. These IT technicians will install the correct dashboard required to connect it to St Francis de Sales wireless network (at no charge to you). We currently use [Aiscorp](#) for this work.

We recommend a **Chromebook** as the ideal digital learning device for you to provide for your child:

- they are not be too big or heavy for school bags, and are reasonably priced
- they allow development of accurate and efficient keyboard use to support various purposes (e.g. surveying, graphing in Maths, drafting and publishing writing)
- they connect easily to google apps, and classroom televisions, which we use regularly

Any device must have up-to-date anti-virus software.

- Some examples of suitable chromebooks are included in this [PBTech](#) advert (the most basic model is fine for school use. You may also find a better deal elsewhere). Printing from personal devices will not be possible at school. The teachers will be able to print shared documents if necessary.
- NB: Cell Phones and smart watches will not be accepted as learning devices, and must be handed into the teacher for the school day.

Your child is responsible for following school rules and for caring for their own device

- Using all devices according to our responsible user agreement
- Living our school values and be a responsible digital citizen
- Always following our teachers' instructions around the use of devices
- Charging their device at home and bringing it to school each day
- Saving work and backing up to their school Google account
- Safe-keeping of the device when not in use by ensuring that it is in its case and in the designated secure area. Classrooms are locked at break times.

How will misuse be handled?

Misuse will be dealt with by the classroom teacher initially, but may be referred to the Team Leader, Deputy Principal or Principal. Ongoing misuse of a device would result in the same consequences as other examples of defiance. Instances of serious misuse of devices, such as accessing inappropriate websites or cyberbullying will be taken very seriously and dealt with accordingly. Under the 2015 Harmful Digital Communications Act, cyberbullying is taken very seriously. Please note that such behaviour is likely to result at least in the removal of school internet access, and may result in referral to the police.

How does my child register their device at school?

It is important that each child's parent/caregiver understands these requirements for BYOD, and register their device with us. Please ensure that parental controls (if they are in place) are able to add another account for your child, which would be using their school email. You will need to sign to acknowledge your agreement of the **SFDS Bring Your Own Device - BYOD Agreement** form before your child can bring their own device to school.

What about security/theft/damage/charges?

We will help our learners identify how to keep personal devices secure. Each learner will be responsible for their own device and should use it responsibly and appropriately. Each class will have a lockable area for the device to be stored during school break times and when the device is not in use. It is the learner's responsibility to ensure it is placed in the lockable area during these times.

St Francis de Sales School takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. Insurance and repairs are the total responsibility of whanau.

St Francis de Sales School is not responsible for any possible device charges to your account that might be incurred during approved school-related use.

Confiscations:

St Francis de Sales School has the power to confiscate any electronic devices that are likely to endanger the safety of others; likely to detrimentally affect the learning environment; or harmful (poses an immediate threat to the physical or emotional safety of any person (Section 139AAI of the Education Act 1989).

School Email Account User Agreement Terms of use:

- School email accounts used to login to devices are the property of St Francis de Sales School
- Teachers can access these accounts at any time
- Teachers may request passwords at any time, and passwords can be changed by school administrators
- Learners are to keep their passwords private from other learners and siblings
- Learners will not use school email accounts to set up other accounts on the internet without teacher permission, e.g. registering for a social media or gaming account
- Learners are to use school email accounts for school related activities only.
- Learners will show 'digital citizenship' in these spaces and leave a positive digital footprint
- Email accounts are for learners' use only. Whanau are encouraged to view what is happening in their account but will not use school accounts for their own personal use. Failure to follow this will result in the suspension of the school email account and inability to use devices for a set period of time.

Will my child miss out by not having their own device?

No. The Ranginui team has been assigned a set number of devices for general use. These will be issued out each day and returned. They are not permitted to leave the school property.

St Francis de Sales School User Agreement

This agreement is necessary regardless of whether the learner uses their own or a school device.

I _____ (learner's name) agree to the terms of the St Francis de Sales School BYOD programme and Google account user agreement and will ensure all elements of this document will be upheld.

Learner's signature: _____ (date) _____

Parent / caregiver's name: _____

Parent / Caregiver's signature: _____ (date) _____

Principal: _____ (date) _____

Please return this signed page of this document to school. This will be held on the school file.