



School Google Account and Device Usage Agreement - For all students Year 3 - 8.

Students in Year 3 - 8 are issued with a school google account for their online learning programmes.

By signing this agreement you/your child agrees to use school accounts and devices (personal and school) in a way that is consistent with good online practice and aligns with our school values.

My school account is for school work whether at home or at school, and my personal account is for personal use.

Mana Tangata - We value ourselves

- I keep myself safe online by
 - keeping my passwords secret
 - not sharing my real name, age, address or other personal information with others online
 - telling an adult if something happens online which makes me feel unsafe or upset
- I show pride in myself online by
 - doing my best
 - using appropriate usernames and images to represent myself
- I create a balance in my life by
 - limiting my time on screens
 - taking breaks away from the screens if I am working on a device for a longer period of time

Manaakitanga - We value others

- I show kindness and respect to others online by
 - only saying kind things to others when I give feedback or comments
 - asking for permission before sharing anyone's work or photo
- I show respect for my device, and other people's devices by
 - carrying it carefully
 - putting it away safely when I am not using it
 - using it gently

Whanaungatanga - We value our community

- I show fairness to others when we are working together by
 - having sharing settings which include the right people
 - not deleting the learning of others

Māramatanga - We value active learning

- I show motivation and engagement in online learning by
 - using appropriate sites
 - keeping on task

Signed: _____

Date: _____



Clyde Quay School BYOD Agreement

All students in Year 5 and 6 are required to bring their own Chromebook to school to use as a learning tool in the classroom. Year 7 and 8 students can opt into this programme.

By signing this agreement you/your child have read and understood the rules for BYOD.

- I have read the Clyde Quay School School Google Account and Device Usage Agreement with my child and they have digitally signed it.
- I have read the BYOD procedure.
- I understand that while the school supplies a secure lock-up for valuables, my child is responsible for using this and the safekeeping of the device while in their care.
- I understand that charging the device will be done at home and the device will arrive at school fully charged and ready to use.
- I confirm that the device is covered by the owner's insurance. The school cannot be held responsible for the loss or damage to the device.
- I understand that the device is used at the class teacher's discretion.
- I understand that the device will be used as a tool for learning.
- I understand that the internet will be accessed using the school Wi-Fi only. No 3G/4G/5G access is permitted.



BYOD Procedure

Clyde Quay School is implementing a Bring Your Own Device (BYOD) programme. This details the expectations necessary in implementing a BYOD programme.

1. General

- a. BYOD is compulsory in Year 5 and 6, and optional for Year 7 and 8 in 2021.
- b. Devices must be chromebooks.
- c. Students for whom the purchase of a device could be difficult will be supported through the schools current supply, sponsorship and donations. No student will miss out.
- d. Devices must be used for a learning purpose.
- e. A device bought from home is for the use of the student who brings it.
- f. Students will need suitable headphones, and we recommend a protective bag.
- g. All students must label their device (name or other identifier).

2. Home Based Responsibilities

- a. Devices must be taken home each day and fully charged at home overnight. If there are extenuating circumstances making this problematic, leaving them at school is through consultation with the teacher.
- b. All applications will be sourced from free online learning sites.
- c. The device must be covered by the owner's insurance.
- d. The school cannot be held responsible for the loss or damage to the device.

3. Digital Safety

- a. All internet is routed through the Network for Learning (N4L) which is a managed network. This means it is custom built for schools and therefore filters content and limits search terms to safe searching content.
- b. The school has developed a School Google Account and Device Usage Agreement which all students must sign after discussion with their parents. Students who fail to follow this Agreement will have their privileges revoked.
- c. All students in BYOD classrooms will use GoogleApps for Education. Your child's class teacher will use a unique dashboard on their own computer that enables access to all student work and communication on students' individual devices. This means the teacher is able to monitor and review the digital work and communication of each student.
- d. Software is used to alert senior staff to any searches where language or content is of concern, whether or not the content/page is blocked by our N4L filtering service. Necessary steps can then be taken, and parents will be notified if necessary.

4. Digital Life

- a. All students will have access to Google Apps for Education. This will give your child access to online learning opportunities such as Google documents, spread-sheets, presentations, surveys, drawing tools, and e-mail. By having an account within the security and control of the Clyde Quay School Domain, children can work collaboratively on documents with their peers and also continue working on projects from home.

5. Connectivity

- a. All Year 3/8 students will have a Google Apps for Education account. This provides access to the Google Apps for Education software.
- b. Students will connect to the CQS Wi-Fi network while at school.
- c. 3G/4G/5G access is prohibited. This ensures that all internet traffic is filtered through our managed network.
- d. The school will resolve technical issues that ensure the device can function in the school environment however all other technical issues are the responsibility of parents to resolve.

6. Administration Permissions

- a. The school uses Google accounts. This is a hosted cloud service through the Clyde Quay domain.
- b. Administrator privileges are held by the Deputy Principal and school technician.

7. Storage

- a. Each classroom will have a locked facility to store the devices when they are not in use. It is the student's responsibility (under teacher guidance) to ensure they put their device in the storage facility.
- b. Children are not allowed to use their device at morning tea or lunch. They will be locked away during these times.

8. Registering for BYOD

- a. All devices are required to be registered with the school by submitting the BYOD User Agreement.