



## Digital Devices and Internet Use Agreement Terms and Conditions

1. **I understand I need to be responsible for privacy and security:**
  - i. I will not give anyone on the Internet information about myself or anyone else. This includes addresses, phone numbers, photographs and/or credit card information.
  - ii. I will tell a teacher if I come across a virus or security problem.
  - iii. I will keep my password private and not share password information with anyone else.
  - iv. I will not access or damage files belonging to any other school network user.
  - v. I will respect the privacy of other school network users.
  
2. **I understand that:**
  - i. The only purpose for school computers and other information technology resources is to support teaching and classroom learning. Games will only be allowed when supervised by an authorised staff member, and even then they should be of an educational nature.
  - ii. T.N.I.S. will do its best to keep me safe online. The school operates security and content filtering systems in order to achieve this. However, these systems cannot protect from any harm that could occur should I choose to divulge my personal information to an unknown party (refer to section 1i above).
  - iii. I am not permitted to access, download, store or distribute material that is offensive (e.g. pornographic), dangerous, inappropriate, or illegal. This applies on both school owned and student owned devices.
  - iv. I am not permitted to send any messages that are offensive, dangerous, inappropriate, or illegal.
  - v. T.N.I.S. reserve the right to deny students the use of digital devices at school should any misuse occur.
  - vi. T.N.I.S. may audit any digital device (including those owned by the student) at any time.
  - vii. My activity on the school network and Internet is monitored and logged by the school.
  - viii. Students may only use the Internet or e-mail at school if there is a teacher supervising them.
  - ix. During morning tea and lunchtime students may use their digital devices in the ICT/library area only. During these times students are not allowed to use their digital devices in the classrooms, outside, or any other common areas in the school.
  - x. Teachers will encourage the use of student owned digital devices where possible as part of class work or extension activities and for homework and special projects.
  - xi. The student's digital device is for the use of the student only
  - xii. T.N.I.S. will not be held responsible for any data loss from Student owned devices.

**NB:** Students and their families have a duty of care to ensure that any Student owned device running Microsoft Windows is adequately equipped with antivirus and security software

3. **I agree to:**
  - i. Take care of all technology resources, such as computers/laptops and audio/visual equipment.
  - ii. Respect the Copyright of software or digital content that prohibit copying. I will take care not to scan or display graphics, record or play sounds, or type messages that could cause offence to others.
  - iii. Use only school approved software on school owned computers. Requests for new software titles must be made to school Network Administrator.
  - iv. Be considerate and courteous towards other computer users, e.g.: do not take advantage of someone who has accidentally left a computer logged into their account
  - v. Share available school equipment when required
  - vi. Be careful not to waste computer related resources such as paper etc.
  - vii. Avoid disruption of any computer or network. I will not tamper with any school technology equipment
  - viii. Remove immediately from the screen any material that would not be allowed at school that I may accidentally come across, and tell the teacher right away.
  - ix. Label my own digital device with full name and room number. Parent/Caregivers/Students must take responsibility for insurance of their own devices and the prevention of theft or damage to the device.. During school time, locking and safe-keeping will be available.
  - x.

# Guidelines for the Online Publication of Student Images and Work

## Rationale

The school uses a range of learning technologies to enhance student learning. These include electronic mail (email), and the internet. From time to time. We publish material on the school's Facebook page and website [www.tnis.school.nz](http://www.tnis.school.nz) 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, images of students and groups of students in activities at the school. Images of students may include scanned, digital or video images of them taking part in school or class activities.

## Purpose

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

1. To educate the student in accordance with the national curriculum, including the role and use of technology in society.
2. To encourage the student to be part of and participate in the school community.
3. To promote the school in the wider community.

## Guidelines

1. **The school will publish the material only on its own Facebook page and website [www.tnis.school.nz](http://www.tnis.school.nz) and New Zealand based websites endorsed by the Ministry of Education.**
2. **The school acknowledges that it cannot control who accesses the Facebook or website on which students' images or material is published or the copying, by visitors to these websites, of images of the students and their work.**
3. **The school will immediately remove all material relating to a student from its website if requested by a legal guardian of the student.**
4. **The school will not publish material online that may defame anyone, be objectionable from a human rights point of view, be obscene or infringe the copyright of third parties. All the student material published online will be subject to an editing process, which will include the correction of spelling and grammatical errors.**
5. **The school has a designated privacy officer who is available to answer any enquires from parents or students about the operation of the school's policy for the online publication of student images and work.**

## Enquires

**The school welcomes any enquiry from parents or students about the operation of this policy. The school's privacy officer Charlotte Crampsie.**

## Behaviour Management Plan

### Consistency is the key to this plan

We believe that there are rights and responsibilities of being part of Takapuna Normal Intermediate School where the right to feel safe, the right to learn or teach and the right to be treated with respect and dignity are most important.

### Rationale

The staff at Takapuna Normal Intermediate School aim to create a school environment pleasant for both staff and students, in which excellence in all areas is fostered.

The staff believe that there are rights and responsibilities to being part of Takapuna Normal Intermediate School where the right to feel safe, the right to learn or teach and the right to be treated with respect and dignity are most important. It is hoped that the plan will enable students to :

- Take responsibility for their own behaviour in the classroom and the playground
- Learn to behave positively towards others
- Have the optimum environment to achieve their potential

It is hoped that the plan will enable teachers to

- Teach in a positive learning environment
- Have positive relationships with their students

It is hoped that the plan will enable parents to

- Work in partnership with teachers regarding their children's behaviour
- Feel confident that they have made an excellent educational choice for their child

Teachers cannot teach at their best if students behave in a way that disrupts teaching. Thus, students cannot learn at their best when there is negative behaviour.

The philosophy behind the plan is to provide the school community with a behavioural environment that is consistent and predictable for all. Students are encouraged to take responsibility for their behaviour and to be accountable to their teachers, peers and parents.

For this to happen it is important that:

- School rules are clear and meaningful. Further, they must be understood and supported by the whole school community (parents, teachers and students).
- Positive consequences in the form of rewards and praise are known to students and are given regularly for positive behaviours.
- Negative consequences are known to students and are administered fairly when students choose not to keep to the school rules and/or behave in an unacceptable manner.
- The whole school community supports negative and positive consequences.

### **School Rules**

At Takapuna Normal Intermediate School a high standard of behaviour is expected at all times.

The following qualities are valued – integrity, honesty, respect and loyalty for others, common sense, pride in self and pride in the school. To achieve the above it is necessary to set standards of behaviour.

The following rules must be adhered to:

**1. All school members will behave in a way that demonstrates courtesy, consideration and respect for self, others and school property.**

This means no:

Put downs – verbal bullying	Physical bullying
Unwanted touching	Unwanted telephone calls/texts/emails
Notes	Threats
Deliberate exclusion	Damaging property of others/school
Swearing	Disobedience, insolence
Answering back	Spreading rumours
Obscene gestures in public/bus	Name calling
Cyber bullying	

**2. All students to be in the correct place at the correct time.**

This means:

Stay out of 'out of bounds' areas e.g. carparks, Smiths Bush, behind Room 4 and 5, and the Caretaker's Shed, and staff only areas such as the Staffroom and Resource Room.

You must have Teachers' permission to leave the room.

**3. No banned or prohibited items are permitted at school.**

This means no:

Skateboards	Scooters
Gum	Hair products e.g. gel, hairspray
Fizzy Drink	Lollies
Aerosol deodorants	Laser Pointers
Cigarettes, matches, lighters	Drugs
Medication without notification	
Jewellery piercings other than those permitted	
Materials (magazines, etc.) that would cause offence	
Weapons of any kind (including guns & pocket knives)	

**4. The school uniform is always to be worn correctly.**

This means:

Appropriate items worn in the correct manner

Plain watch

No jewellery - rings/neck chains etc.

One pair of stud earrings only i.e. 1 small gold or silver stud per ear (3mm)

Shorts pulled up, not low riding

Hair tied back (shoulder length or longer) with plain clips or hair ties (boys and girls) in dark blue, green, brown or black colours only

Hair bands (dark blue, green, brown or black) must not be wider than 2cm.

Plain black leather sandals worn correctly in Terms 1 and 4 (or school shoes)

Plain black leather school shoes in Terms 2 and 3 – no skate or canvas shoes

Socks and stockings must be navy blue, with long socks pulled up

No nail polish

Uniform kept in good repair (no holes/rips/buttons missing)

Long sleeves at wrist level, not hanging down around fingers or beyond

Complete uniform to be worn to/from school i.e. not PE uniform / or parts of

School hat to be worn Terms 1 and 4 (no exceptions)

No alternative hair styles, hair cuts or excessive use of gel

School jackets only may be worn at school, however a mufti rain jacket may be worn to and from school but must be removed once at school.

## **Enforcing the rules**

### **Positive Reinforcement**

- Certificate of Achievement
- House Points
- Yellow profile cards
- Prize draw – student assembly
- Reinforcement by teachers

### **Consequences**

- Picking up rubbish with duty teacher
- Parents called (repeat offenders)
- Serious incidents will need Senior Leadership Team involvement from onset
- Confiscation of banned items
- Verbal warning
- Written notification to parents
- Some offenders will be denied attendance at special occasions e.g. discos, sports events etc.

### **Support**

- Team Leader / Senior Leadership Team
- Parents
- Behaviour Management Card
- RTLB / Counsellor / Public Health Nurse

**Please sign the following signature form and return this with your application form Thankyou**

# Signature Form



## Digital Devices and Internet Use Agreement

**Student:** I understand and will abide by the agreement. I accept that if I violate any of the above terms and conditions in this Agreement, school disciplinary action and/or legal action may be taken.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

### Parent/Caregiver Undertaking

As Parent/Caregiver of this student I have read the Terms and Conditions for Internet access. I understand that this access is designed for educational purposes and T.N.I.S. has taken available precautions to eliminate controversial material. However, I also recognise it is impossible for T.N.I.S. to restrict access to all controversial materials and I will not hold the school or the staff responsible for any material acquired on the network.

I further understand that access to this service may be denied if the Terms and Conditions of the Agreement are breached.

Parent/Caregiver signature \_\_\_\_\_ Date \_\_\_\_\_

## Online Publication of TNIS Student Image and Work

I .....(name of parent/legal guardian) have read and understand Takapuna Normal Intermediate School's policy on the internet publication of student images and student work, and the guidelines contained in the policy.

As the parent/caregiver of .....(full name of student), I authorise Takapuna Normal Intermediate School to publish images of the student on the internet, as well as any work that he or she may create at school, in strict compliance with the school's policy on the online publication of student images and student work and the associated guidelines.

**I confirm that I have the necessary authority to give this permission.**

Signature of Parent/Caregiver \_\_\_\_\_ Date \_\_\_\_\_

**I DO NOT give consent for the above.**

Students name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Caregiver \_\_\_\_\_ Date \_\_\_\_\_

## Behaviour Management Plan

Student Name: \_\_\_\_\_

I have read Takapuna Normal Intermediate School Behaviour Management Plan and understand my responsibilities as a member of Takapuna Normal Intermediate School.

Student signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Caregiver signature \_\_\_\_\_ Date: \_\_\_\_\_