



Pukekohe North School

Princes Street, Pukekohe. Phone 0-9-238-8552

ICT CODE OF CONDUCT AND CONSENT

Rationale:

Classrooms exhibit daily use of Information and Communication Technologies (ICT) by both staff and students. This policy sets out the guidelines for responsible and ethical use of computers, applications, e-mails, devices, YouTube and internet searches from all users at Pukekohe North School.

Objectives:

1. To ensure that all Pukekohe North Road School Staff and Students are aware of the rules binding the use of Information and Communication Technologies at this school.
2. To develop our students as connected, future focused global citizens of the world
3. To ensure that all users are protected against objectionable material and unsavoury electronic / digital practices.
4. To teach our students to be effective users, creators and controllers of digital content in discovering solutions in their world
5. To enable our students to use digital systems and applications, developing knowledge and skills to use a variety of technologies to create digital content across a range of digital media
6. To ensure that whanau review and sign this policy on enrolment of their children.

Guidelines:

Use of Computers:

1. Teachers and students are encouraged to use school computers, laptops and devices for their teaching and learning.
2. All care and diligence is expected from all users of Pukekohe North School hardware and software at all times.
3. Any faults or breakages must be reported to class teachers or the ICT Leader immediately
4. Should any user access an inappropriate site on the internet, they must turn off the monitor, close the laptop lid or power off a device and notify the class teacher.

E-mails:

1. Do not send personal information about yourself. (Addresses, phone numbers or photographs.)
2. Be polite, use courteous and appropriate language.
3. If you receive an e-mail in error, the expectation is that you will delete the message without opening it.

YouTube / Websites etc:

1. Teachers are encouraged to use DVDs, You Tube, TV On Demand and similar educational sites for teaching and learning purposes.
2. Teachers must ensure they have pre-viewed all resources to be used with their students prior to any public screening.
3. As a guide, teachers should not use material that is classified any higher than a PGR rating with their students.
4. Our ICT Leader regularly reviews sites and provides blockages for inappropriate material reaching our students.
5. Likewise, useful and enjoyable links for students and whanau are provided for use upon our website. (www.pukekohenorth.school.nz)

Publication of Student Work on Line:

1. Pukekohe North School requests a written annual update (February) of from parents / whanau as to their wishes for the online publication of their child's work and images
2. Several times per term, staff upload examples of each students' Reading, Writing and Mathematical achievements. (Unless parental permission denied this.)
3. This is to allow family members access to their students' learning. This works well in particular for overseas relatives to keep track of a student's progress.

Cell-phones:

1. Whilst Pukekohe North School staff would prefer students did not bring cell-phones to school, we are aware that for year 7-8 students, they provide a great level of safety and security for afterschool activities for whanau.
2. If situations dictate, Whanau should make contact with their child's teacher and request permission for a cell-phone to be brought to school.
3. On arrival at school, students will give their cell-phones to their teachers to lock away until home-time each day.
4. Pukekohe North School will not accept any responsibility for any un-presented cell-phones left in school bags.

Conclusion:

The Pukekohe North School Board of Trustees wishes to see its staff and students use all forms of ICT Hardware and Software to prosper teaching and learning.

Through strict adherence to the Code of Conduct, rules have been set for the protection, safety, ethical and responsible use of Information and Communication Technologies for all users.

Parental / Student ICT Code of Conduct Agreement:

Parent/Caregiver:

I _____ fully understand the Pukekohe North School ICT Code of Conduct and give permission for my child to use the email system.

Signed

Date

Student:

I _____ fully understand the Pukekohe North School ICT Code of Conduct and consent to abide by it.

Signed

Date

Reviewed August 2020
Review February 2021