



G.E.I.S - INTERNET/wifi Acceptable Use Policy & B.Y.O.D POLICY



Dear parents/caregivers & students,

Please go through this policy together to ensure it is fully understood.

*****PLEASE KEEP THIS DOCUMENT IN A SAFE PLACE AT HOME*****

Digital Technology and Internet access/wifi, is a privilege available to students at G.E.I.S. These guidelines are provided so that students & families are aware of the responsibilities when using devices for learning and internet/wifi.



Internet/wifi & Device Use:

1. My use of G.E.I.S digital technology resources, including the internet/wifi must be used **only for learning**.
2. Students should have **no expectation of computer privacy at school**, as the school monitors all internet use.
3. I will report immediately any digital technology use that makes me uncomfortable.
4. I will only use the internet/wifi with teacher supervision.
5. I will not attempt to gain unauthorised access, use VPN's or Hotspots to bypass filtering.



Responsibility with Digital Technology.

1. I will accept responsibility that all internet devices are for learning only
2. I will only use my real name for all school accounts and websites.
3. I will only use my personal accounts (not school) to sign up for any web services unrelated to learning at home.
4. I will respect all school devices and use them with care.
5. I will not access **sites unrelated to my learning**
6. I will only listen to music that is downloaded to my device (not youtube) with **permission** classroom teacher in charge.



Digital Citizenship:

1. I will keep private on the Internet all personal information such as my full name, phone number of me or other students & staff.
2. I will keep my own passwords private and I will not share passwords with anyone.
3. Offensive messages that **originate outside of school**, but disrupt the school's educational process may be subject to school consequences e.g instagram, snapchat etc.



E-Mail & Messaging/Communication

1. I will use instant messaging and chat rooms only at home, not school.
2. I will use appropriate language by not using profanity or insulting language on any app, site or communication platform.
3. I understand GEIS may filter or monitor school provided student email accounts at all times.



Mobile Phones

1. I will only use my phone during school hours with the prior permission of a teacher.
2. My phone will be locked in the class safe during the day.
3. I will not send or receive any text messages or phone calls during school hours **including from my caregiver/parent**, or use my mobile phone network (3G or 4G) to access the internet.

4. If I am found using my phone without teacher permission during the day or not locking it in the safe, it can be confiscated and handed to the office for collection by parents/caregivers.



B.Y.O.D - Bringing Your Own Devices

1. All devices brought to school are the student's own responsibility and the insurance for the device is the parent/caregiver's responsibility.
2. Students & families agree to be responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
3. Teachers will provide a locked cupboard in which my child may place their device when not in use. The school holds no responsibility for any loss or damage that might occur.
4. All devices must arrive at school each day **fully charged**.
5. Devices are to be used only under adult supervision between **8:30am and 3pm**.
6. Devices brought to school are specifically for the use of my child only.
7. Students are not able to use devices during break times (*unless supervised by staff.*)
8. School Staff retain the right to collect and examine any device that is suspected of being in breach of this BYOD and internet/wifi policy.
9. Devices must be in silent mode and put away when asked by teachers.
10. Students agree to download and update apps at home only, unless directed by the teacher.
11. Students agree **not to play games or take personal photographs on their device between 8:30am and 3pm**, without staff permission.
12. Students agree to only record and/or post images/video that is related to school assignments and projects.
13. Violations of any Internet/Wifi use or BYOD GEIS policies, may result in the loss of use of the device in school.



GEIS provides filtered access to the Internet on all devices while on our network. Parents can choose to purchase a family zone pack to monitor their child's internet use when on mobile networks or at home for \$59 (6 licences). For more information please visit www.familyzone.com/geis-school-nz

INTERNET/WIFI USE & BYOD

User Agreement Violations and Consequences

*G.E.I.S supports the **positive use of technology** for the purpose of enhancing and supporting learning.*

Failure to comply with **any** rule described in this policy can result in the following consequences.



- **1st Occasion** - User will be banned from using devices/wifi (whether school or personal) for between **1 day and 1 week** depending on the severity of the offence. This can be decided by the classroom teacher or Senior Staff.
- **2nd Occasion** - 3 week user ban from using devices/wifi (whether school or personal)
- **3rd Occasion** - Full year ban from using devices/wifi (whether school or personal)

Thank you for taking the time to read through these guidelines with your child and supporting positive learning through digital technology at G.E.I.S.