

Digital Integrity Agreement

Students are encouraged to bring digital device/s for educational and learning purposes. All devices need to remain in silent mode or switched off, if not in use for a specific educational and learning purpose, as instructed by the classroom teacher.

- The recommended primary device is a Chromebook or better. Minimum specifications are not required, however the device must have their own physical keyboard, this does not include Tablets.
- Students must have active antivirus software, if using a Windows computer, with all the latest operating system patches. Devices may be blocked from accessing the LAC network if this is not met (IT Manager is happy to provide some support in regard to this).
- Devices need to come to school each day fully charged.
- Students need to have their own insurance coverage for damages and loss. It is highly recommended that physical protection (bag, impact resistant casing, etc.) is used by students.
- For support with Digital Technologies, please contact the IT manager: itmanager@lac.school.nz
- If teachers suspect breaches of policy, they may audit student activity by logging on to their accounts.
- Trying to get around the school's security, i.e., hacking, by-passing, using proxies, etc. is forbidden.
- All device internet access must be through the LAC wireless. Creating wireless hotspots using personal cellular data and sharing it is forbidden.
- Students may not use mobile phones during school time without teacher permission or in an inappropriate manner. They are to be used for educational purposes only.

Part 1: For Students

When I use Information Computer Technology (ICT), both at school and at home, I have responsibilities and rules to follow. I agree to:

- Be a safe user whenever and wherever I use that technology.
- Be responsible whenever and wherever I use technology and support others by being respectful in how I talk to and work with them and never write, or participate in, online bullying. This includes forwarding unhelpful messages or supporting others in harmful, inappropriate or hurtful online behaviour.
- Respect LAC's cybersecurity system. This means that I will not hack, by-pass or use proxies.
- Use the LAC wireless only. I will not create wireless hotspots using personal cellular data and will not share these.

When I am online or using any device, for any purpose at school, I agree to:

- Report to an adult if I feel unsafe or uncomfortable online, or see a friend being unsafe or being made to feel uncomfortable by others
- Behave in the way outlined in this Longburn Adventist College's eLearning and Digital Citizen Agreement
- Keep my device switched off and in my bag during class, except for specified learning purposes agreed to by the teacher of the lesson
- Not give out my own or others' personal details including full names, telephone numbers, addresses, images, mobile numbers and email addresses
- Protect my password
- Never post or send derogatory comments about someone else using web-based, social-media or messaging. If I see this happening or if I am invited into any discussion like this, I will inform an adult
- Use ICT technologies at school for learning, treating the equipment properly and not interfering with it or the work/data of another student
- Not bring or download unauthorised programs or files
- Not go looking for inappropriate, rude or offensive sites
- Get permission if I want to use information or pictures from a website, recognising that the content on the web is someone's property
- Ensure that contributions are my own work and when copied and pasted from an online or another information source, that source will be acknowledged
- Talk to my teacher or another adult if:
 1. I need help online
 2. I am not sure what I should be doing on the internet
 3. I come across sites that are not suitable
 4. Someone writes something I don't like or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
 5. I feel that the welfare of other students at the school is being threatened

When taking video/images/sound recording using a camera, computer or device I will:

- Only take photos and record sound or video during class when it is part of the learning in that lesson
- Seek permission from individuals involved BEFORE taking photos, recording sound or videoing them (including teachers)

- Seek permission from individuals involved BEFORE publishing or sending photos, recorded sound or video to anyone else or to any online space
- Let my teacher/s or parent/caregiver know before uploading or sending any content

Part 2: The school's support for the responsible and ethical use of technology

Longburn Adventist College uses ICT as a tool to support and enhance learning and teaching. We see the internet and other digital technologies as valuable resources but acknowledge they must be used responsibly.

Your son/daughter has been asked to agree to use ICT responsibly at school. Parents/Caregivers should be aware that the nature of the internet means that full protection from inappropriate content cannot be guaranteed.

At Longburn Adventist College we:

- Have a cybersafe and responsible use programme across the school. We reinforce school values and behaviours when using technology and the internet.
- Encourage communication, collaboration and presentation using established technologies such as Google mail and Google Docs. All students at Longburn Adventist College have access to these tools.
- Provide a filtered/monitored internet service
- Provide supervision and direction during internet activities and when using digital technologies for learning
- Develop students' Information Literacy and Digital Literacy through in-class learning activities
- Utilise mobile technologies for educational purpose, e.g. podcasts, photos from excursions and events
- Work towards setting tasks that ask your son/daughter open questions to which they need to develop their own answer, i.e. not simply copying and pasting.
- Provide support to parents/caregivers to understand this agreement (e.g. language support)
- Provide support to parents/caregivers through information evenings
- Appreciate input from home. You can make an appointment to discuss eLearning and your child. Please contact Reception to be directed to the appropriate person.

Part 3: Advice for parents / caregivers:

At school, digital technology is used to support learning and teaching. At home, however, they are often used differently. Not only are they resources

for learning, but they are also increasingly used as a social tool to meet, play and chat.

At home we recommend you:

- Make some time to sit with your son/daughter to find out how they are using the internet and who else is involved in any online activities.
- Ask your son/daughter to give you a tour of their work and online spaces. If they are using a site that allows them to chat, publish photos, play games etc. – ask to have a look. Their lac.school.nz Google account allows images to be uploaded and chat to take place.
- Always get your son/daughter to set online spaces to 'Private' if they use a social networking site like Facebook, etc. They are then in control of who contacts them and who can access their information. They can block anyone from seeing their information at any time.
- Have the computer with internet access in a shared place in the house – we would recommend this not be your son/daughter's bedroom.
- Negotiate appropriate times for online activities and use of mobile phones.
- Ask questions when your son/daughter shows you what she/he is doing, e.g.:
 1. How does it work and how do you set it up?
 2. Can you block out people?
 3. Who else is sharing this space or game?
 4. Did you know them before or did you 'meet' them online?
 5. What do you know about them?
 6. Why is this so enjoyable? What makes it fun? What are you learning? Can you show me how to do that?
 7. Can you see any risks or dangers in the activity?
 8. What would you say to warn/inform a younger person who was going to start to use the space?
 9. What are you doing to protect yourself or your friends from potential dangers?
 10. When and why would you inform an adult about an incident that has happened online that concerns you?

All Students and Caregivers are expected to comply with this agreement while enrolled at Longburn Adventist College

The Longburn Adventist College Digital Integrity Agreement applies to all students while on campus and also during all excursions, camps and co-curricular activities.

Terms and Conditions of this agreement may change with the latest copy accessible on the school website:

https://www.lac.school.nz/new-students/enrolment/digital_integrity_agreement/