



Student Use of ICT at Papanui High School

At Papanui High School ICT (Information, Communication, Technology) is an integral part of our school culture. In order for you to get the most out of these opportunities, you will need to become a digital citizen.

A digital citizen:

- is a **confident and capable** user of ICT
 - uses technologies to **participate** in educational, cultural, and economic activities
 - uses and develops critical **thinking** skills in cyberspace
 - is literate in the **language, symbols, and texts** of digital technologies
 - is aware of ICT **challenges** and can manage them effectively
 - uses ICT to **relate to others** in positive, meaningful ways
 - demonstrates honesty and **integrity** and **ethical behaviour** in their use of ICT
 - **respects** the concepts of privacy and freedom of speech in a digital world
 - **contributes** and actively **promotes the values** of digital citizenship
- (www.mylgp.org.nz)

All year nine students will participate in a 5 period ICT programme which will help them to meet and understand these criteria.

All students are issued with a user name and password. These will give the student access to the school network, papNET and Google Apps (Google Mail, Google Docs, Google sites & Google Calendar). In order to use the school network and ICT equipment students will need to adhere to the Cybersafe rules below. Please sign on the attached form to acknowledge you understand The Conditions of Use of ICT at Papanui High School.

1. I will not allow anyone else to use my user name.
2. I will not tell anyone else my password.
3. While at school or a school-related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
4. I understand that I must not, at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
5. I understand that these rules also apply to mobile phones. I will only use my mobile phone at times that I am permitted to during the school day.
6. While at school, I will not:
 - a. access, or attempt to access, inappropriate, age restricted, or objectionable material
 - b. download, save or distribute such material by copying, storing, printing or showing it to other people
 - c. make any attempt to get around or bypass security, monitoring and filtering that is in place at school.

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7. If I accidentally access inappropriate material, I will:
 - a. not show others
 - b. turn off the screen or minimise the window and report the incident to a teacher immediately.
8. I understand that I must not download any files such as music, videos, games or programmes without the permission of a teacher. This makes sure that the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.
9. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, ipad, ipod, USB device) I bring to school or any school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.
10. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers, and photos.
11. I will respect all ICT systems in use at school and treat all ICT equipment/devices with care. This includes
 - a. not intentionally disrupting the smooth running of any school ICT systems
 - b. not attempting to hack or gain unauthorised access to any system
 - c. following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
 - d. reporting any breakages/damage to a staff member.
12. I understand that the school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
13. I understand that the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
14. I understand that if I break these rules, the school may inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.
15. I understand that my electronic devices are my own responsibility and that I must keep them safe both physically and online. The school is not responsible for loss or damage to a student's personal electronic devices.



PAPANUI HIGH SCHOOL

Blanket Consent for EOTC

Education Outside The Classroom (EOTC) is the name given to all events/activities that occur outside the classroom, both on and off the school site. This includes co-curricular events also (e.g. sport, music, etc)

Our school believes in using a range of environments and experiences to enhance our students' learning.

We have ready access to the beach, rivers, mountains, and the bush in our area and beyond. We are also close to various built environments in our community, such as local businesses and recreational facilities. These areas offer rich learning opportunities for our students. Our students need to learn how to be safe both in and out of school. Thus some of the learning for students occurs beyond the school site and this document is seeking your consent for your child/children to participate in such learning.

The Ministry of Education's **EOTC guidelines** identify four EOTC activity types, each with recommended types of parental/caregiver consent. In brief they are:

Type of event	Description	Type of consent
A	On-site events in the school grounds (i) Lower risk environments (ii) Higher risk environments*	(i) No consent sought or blanket consent (ii) Separate consent for each event or programme
B	Off-site events in the local community occurring before, during, and after school time. (i) Lower risk environments (ii) Higher risk environments*	(i) Blanket consent at enrolment (ii) Separate consent for each event or programme
C	Off-site residential overnight events (i) Lower risk environments (ii) Higher risk environments*	(i) Separate consent for each event or programme (ii) Separate consent for each event or programme

*Involves risk assessed to be greater than that associated with the average family activity.

All EOTC activity categories require staff to undertake an analysis of the risks, and identify the management strategies required to isolate and minimise the risks. Emergency procedures are also in place.

BLANKET CONSENT

I/we agree to the participation of _____ (student) In **lower risk** category **A** and **B**

EOTC events while a student at **PAPANUI HIGH SCHOOL**

I/we have provided the school with up to date medical, supervision and learning information through the enrolment form and will make every endeavour to keep this information current.

Name: _____
(Parent/Caregiver)

Signature: _____

Date: _____

Name: _____
(Parent/Caregiver)

Signature: _____

Date: _____

Note:

1. Examples of Low Risk EOTC activities may include: Science – practical work outside, Museum/Art Gallery/Court visit, debating trip, local business visit, visit to a local aged care facility, etc.
2. Examples of High Risk EOTC activities may include: surfing activity, kayaking trip, high ropes course visit, horse trials, challenging day tramp, overnight trip to Wellington, etc.

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Explanation of Terms: Primary/Secondary Caregivers and Emergency Contact

Examples:

- If a student lives with both parents at the same address, then the parents are the primary caregivers. It is unlikely that there will be a secondary caregiver.
- If the student lives with a parent and their partner, then the parent is a primary caregiver. The partner is usually listed as the other primary caregiver.
- If the student lives with a parent and no other adult, then the parent will be the only primary caregiver.

If none of the above examples apply, please read the following explanations.

Primary Caregiver/s – may include up to two adults that have guardianship of a student (eg: parents or parent and a partner). The student lives most or all of the time with the primary caregiver. The primary caregiver is the main point of contact with the school.

Secondary Caregiver/s – can include up to two adults (eg: parent that the student does not live with most or all of the time). The secondary caregiver may have partial or no guardianship of the student.

NOTE:

The school sends all communication to the student's primary and secondary caregivers.

Both primary and secondary caregivers will be provided with independent personalised access to our web portal. This will allow them to view student attendance, reports, NCEA results (if applicable), and other school information.

Emergency Contact – an adult that will be contacted by the school if the primary or secondary caregivers are not contactable at the time of any emergency. The emergency contact is not one of the primary or secondary caregivers. They do not receive any communication from the school.

PLEASE NOTE: It is important to include an email address in your details as the usual way we communicate with parents/caregivers is via email (this includes sending school reports and most other communication).

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Papanui High School

Code of Conduct

For parents, caregivers and visitors

Papanui High School is committed to providing a safe and healthy environment for students, staff, and visitors.

Our Code of Conduct serves as a reminder to all parents, caregivers, and school visitors that their conduct must support everyone's emotional and physical well-being, and not harm it in any way. The school's board has set this Code of Conduct as a condition of entry.

The Code of Conduct applies:

- to all conduct, speech, and action, and includes emails, texts, phone calls, social media, or other communication
- while on school grounds or at another venue where students and/or staff are assembled for school purposes (such as a camp or sports match).

Standards of conduct

Papanui High School expects parents, caregivers, and visitors to:

- treat everyone with respect
- work together in partnership with staff for the benefit of students
- respect and adhere to our school values
- set a good example for students at all times
- follow school procedures to handle any complaints
- adhere to school policies and procedures (such as those listed below), and any legal requirements.

Examples of unsuitable conduct include:

- threats, bullying, harassment
- profanity/offensive language ▪ insulting, abusing, or intimidating behaviour
- discrimination (e.g. based on ethnicity, religion)
- physical aggression ▪ deception/fraud 2
- damaging school property
- smoking or possessing or using alcohol/drugs/other harmful substances on school premises or at another venue where students and/or staff are assembled for school purposes (except possession or use of alcohol strictly in accordance with Papanui High School policy)
- placing unreasonable and excessive expectations on staff time or resources
- pursuing a complaint or campaign, or making defamatory, offensive, or derogatory comments, regarding the school, its board, or any staff or students on social media or other public forums.

Dealing with breaches of the Code of Conduct

How Papanui High School deals with breaches of our Code of Conduct depends on the nature of the incident and its seriousness, and the process any witness or victim of the behaviour feels most comfortable with. Examples include:

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- documenting each instance of behaviour, including the date, time, place, who was present, what was said (verbatim if possible), how any witness or victim felt and/or responded
- holding a meeting with the relevant person, the principal, and/or board chair (or their delegate) or appropriate staff member to discuss the problem and possible resolution
- issuing a warning letter that outlines the problem and required resolution, and reminds them of the possible outcomes of repeated conduct
- arranging a meeting, which may include restorative practices, as an alternative or in addition to the processes above.

Outcomes of breaching the Code of Conduct

If a parent, caregiver, or visitor acts or speaks in a way that contravenes the Code of Conduct, possible outcomes may include:

- The school, through the board, may ask a person to leave the school premises by revoking their permission to be on the school grounds, then asking them to leave under section 3 of the Trespass Act 1980.
- Unacceptable behaviour of a criminal nature may result in the police being informed. For example, under section 139C of the Education Act 1989, it is a criminal offence to assault, abuse, or intimidate a staff member within the presence or hearing of any student while on school premises or in any other place where students are assembled for school purposes. Other instances of criminal offending may occur where drugs are involved, an assault has occurred, or a person persists after being trespassed off school grounds.
- In the case of behaviour amounting to harassment, a restraining order may be sought.
- In some instances, it may be appropriate to refer behaviour to a third party for resolution. For example, a Facebook comment that contravenes this policy may result in a report to Facebook. If unacceptable behaviour occurs at a sports event or sports venue, then it may be appropriate to involve the governing body of that sport, event, or venue.

Further information

Supporting policies and procedures

These policies and procedures are available on our SchoolDocs site. See papanui.schooldocs.co.nz

- Employer Responsibility Policy
- Complaints
- Health, Safety, and Welfare Policy
- Alcohol/Drugs and Other Harmful Substances
- Harassment
- Smokefree Schools
- Visitors
- Legislation and Administration Policy
- Communication
- Privacy

Relevant legislation

- Education Act 1989, section 139C
- Trespass Act 1980, section 3

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