

# B.B.P.S. e-Learning AGREEMENT

## *Bucklands Beach Primary School e-Learning Use Agreement*



## ***RULES FOR BUCKLANDS BEACH PRIMARY STUDENTS***

***As a safe and responsible user of e-Learning I will help keep myself, other people and devices safe by following these rules***

1. I cannot use e-Learning equipment until my parent(s) and I have signed my use agreement form and the completed form has been returned to school.
2. I can only use the computers and other e-Learning equipment for my schoolwork.
3. If I am unsure whether I am allowed to do something involving e-Learning, I will ask the teacher first.
4. I will log on only with my classroom or school username and password. I will not allow anyone else to use my username and password.
5. I will not tell anyone else my password or the classroom logon and password.
6. I can only go online or access the Internet at school when a teacher gives permission and is supervising.
7. I understand that I must not, at any time, use the Internet, email, mobile phones or any e-Learning equipment to be mean, rude, offensive, or to bully, harass, or in any way harm anyone else connected to our school, or the school itself, even if it is meant as a 'joke'.
8. *While at school, I will not:*
  - Attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language such as swearing
  - Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
  - Use messaging apps or send messages within school, or to anyone out of school.
9. If I find anything mean or rude or things I know are not acceptable at our school on any e-Learning, I will:

- Not show others
  - Get a teacher straight away.
10. I understand that I must not download or copy any files such as music, videos, games or programmes without the permission of a teacher. This is to ensure we are following copyright laws.

11. I will not connect any device (such as a USB drive, camera or phone) to school ICT or run any software, without a teacher's permission. This includes all wireless technologies.
12. The school e-Learning/cybersafety rules apply to any e-Learning brought to school including BYOD.
13. Never share personal details online and ask permission to post images, videos and audio online.
14. I will respect all school e-Learning and will treat all e-Learning equipment/devices with care. This includes:
  - Not intentionally disrupting the smooth running of any school e-Learning systems
  - Not attempting to hack or gain unauthorised access to any system
  - Following all school E-Learning rules, and not joining in if other students choose to be irresponsible with E-Learning
  - Reporting any misuse of E-learning to a staff member.
15. **I understand that if I break these rules, the school may need to inform my parents. In serious cases the school may not allow me to bring my device to school and/or other actions**

***BUCKLANDS BEACH PRIMARY***  
***E-LEARNING AGREEMENT FORM FOR PARENTS/CAREGIVERS***

**To the parents/caregiver, please:**

1. **Read this page carefully** to check that you understand your responsibilities under this agreement
2. **Sign the appropriate section on this form**
3. **Detach and return this form to the school office**
4. **Keep the documents about BYOD for future reference**

**I understand that BBPS will:**

- Do its best to enhance learning through the safe use of e-Learning. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school e-Learning equipment/devices at school, or at school-related activities.
- Work progressively with students and their families to encourage and develop an understanding of the importance of cybersafety through education designed to complement and support the e-Learning/BYOD initiative. This includes providing students with strategies to keep themselves safe in Cyberspace
- Publish online **ONLY** unnamed photos of students and/or student work with first name **ONLY**.
- Respond to any breaches in an appropriate manner, which may include restricting use of e-Learning or, in the case of BYOD with-holding a student's device.
- Welcome enquiries from parents or students about e-Learning/BYOD issues.

**My responsibilities include:**

- I will read this e-Learning/BYOD use agreement.
- I will discuss the information with my child and explain why it is important.
- I will return the signed agreement to the school.
- I will support the school's e-Learning/BYOD programme by encouraging my child to follow the rules, and to always ask the teacher if they are unsure about any use of e-Learning
- I will contact the class teacher, member of E-Learning Committee or senior leadership team to discuss any questions I might have about this agreement and I am welcome to do this at any time.

- Insurance against loss or damage is the owner's responsibility as devices are not covered by school insurance. All care and reasonable precautions will be taken at school, but no responsibility will be accepted by the school.

***Additional information can be found on the NetSafe website  
[www.netsafe.org.nz/ua](http://www.netsafe.org.nz/ua)***

Please return this section to school.

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**I have read the Guidelines and Use Agreement and agree to the terms and conditions.  
My child has read and understood the Guidelines and Rules and agrees to follow these.**

**Name of Student:** .....

**Student's signature:** .....

**Name of Parent/Caregiver:** .....

**Parent's signature:** .....

**Date:** .....