

USE OF INTERNET CHROMEBOOKS & DEVICES

The measures to ensure the cybersafety at Highlands Intermediate are outlined on our website www.highlands.school.nz under docs and policies. These are based on our core values.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at Highlands, and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include cybersafety use agreements for all school staff and students. The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations.

Students are provided with internet access through parent consent as part of the enrolment process. This internet is to be used for educational purposes. Students get an individual login which gives them access to the school's network. As part of this they will get a personal email address and have access to the schools internet. While the school will do its best to restrict students access to offensive/dangerous or illegal material on the internet through email. It is the responsibility of your child to have no involvement in such material.

Students need to report any breakages or damage to school devices.

SCHOOL BYOD AGREEMENT

No student will be permitted to use personal technology devices unless the Enrolment Application Booklet 'Declarations' agreement is signed by both Student and Caregiver.

Students and parents participating in BYOD must adhere to the Highlands Intermediate Computer Use Code of Conduct, as well as all Board policies. In addition, please read the Highlands Intermediate BYOD Policy Document found on the school website www.highlands.school.nz under docs and policies.

Students take full responsibility for their devices. The school is not responsible for the security of personal technology. Personal devices cannot be left at school before or after the school hours.

Please understand that the use of personal devices to support learning is not a necessity but a privilege. With respect of the rules, this privilege will benefit the learning environment as a whole.

- **Device: Students are allowed a maximum of one device**
- **A minimum screen size of 18.5 cm is requested.**
- **The device needs to be Internet capable and device needs to have a keyboard.**
- **Students will be using Google to merge their learning at Highlands Intermediate School.**
- **Mobile phones are not considered BYOD at Highlands Intermediate School.**

SECTION FOR STUDENT

My responsibilities include:

- I will read this cybersafety use agreement carefully.
- I will follow the cybersafety rules and instructions whenever I use the school's ICT.
- I will also follow the cybersafety rules whenever I use privately owned ICT on the school site or at any school related activity, regardless of its location.
- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community.
- I will take proper care of school ICT. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement.
- I will keep this document somewhere safe so I can refer to it in the future.
- I will ask my teacher if I am not sure about anything to do with this agreement.

SECTION FOR PARENT / CAREGIVER

To the parent/caregiver, please read this page carefully to check that you understand your responsibilities under this agreement and sign below:

I understand that Highlands Intermediate School will:

- Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment/devices at school, or at school related activities.
- Work progressively with children and their families to encourage and develop an understanding of the importance of cybersafety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe in Cyberspace.
- Keep a copy of this signed use agreement on file.
- Respond to any breaches in an appropriate manner.
- Welcome enquiries from parents or students about cybersafety issue.

My responsibilities include:

- I will read this cybersafety use agreement document
- 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 cybersafety programme by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about any use of ICT
- I will contact the Principal to discuss any questions I might have about cybersafety and/or this use agreement and I am welcome to do this at any time.
- I will monitor my child's online activity.

Please note: This agreement for your child will remain in force as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.

EDUCATION OUTSIDE THE CLASSROOM (EOTC)

Education outside the classroom activities compliment the student's learning and are a significant part of the school programme. The annual permission slip covers trips within the New Plymouth City Boundary, including but not exclusive to Puke Ariki, Govett Brewster Art Gallery, Pukekura Park, sports and cultural practices and trips. The provision of an annual Permission Slip eliminates the need to returning multiple permission slips during the year.

The Highlands Education Outside the Classroom Policy states that:

- The school will provide the same standard of care for students whether on or off the school premises.
- The school is responsible for student's safety on school outings. The EOTC policy must be followed to ensure the safety of the students, staff and helpers on trips.
- The Principal will approve all trips.
- Parent/Caregivers will be informed of the purpose, location, transportation details and approximate time of return to school through a school letter detailing the above.
- Parents/Caregivers will be required to give further written permission for their child to take part in any activity or trip which is outside school hours, or outside the greater New Plymouth area eg: Sports trips, camp etc.
- The school may ask Parents/Caregivers for money to offset a visit or trip expenses.

FAMILY DECLARATION

- I consent to the personal information that I have provided being used for school-related purposes and as required by protocols between school and external agencies.
- I understand that information may be used by or for:
 - Enrolments, Liaison, Records, Library, Security and School Reports.
 - Senior Management, Guidance, Teaching and Administration staff of the school
 - Ministry of Education and other agencies where disclosure is required for the maintenance of law and order as defined in Principle 11 of the Privacy Act 1993.
- I understand that I have the right to see and correct, if necessary, the information that I have provided.
- I agree to follow the uniform requirements.
- I give permission for my child to be included in photographs taken while involved in school activities. I understand these photographs may also appear in the school website.
- I give permission for my child to be involved in research from accredited educational institutions approved by the Principal.
- I understand that the school will act on my behalf in case of sudden illness or injury.

SPORT CODE OF CONDUCT AND ETHICS

PLAYERS CODE OF CONDUCT AND ETHICS

- Respect your coach and fellow teammates by turning up to practices and games. If you cannot attend a practice or game be responsible and make sure you let your coach or manager know.
- Demonstrate your responsibility by wearing your uniform correctly and with pride.
- Play the game within the rules.
- Abide by the principles of RAWE and fair play.
- Respect both opponents and your own team players.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
- Respect the decision of the officials and referee. If you are concerned, talk to your coach, captain or teacher at half-time or after the game.
- After the game thank the officials and opposition players.

PARENTS/GUARDIANS RESPONSIBILITIES (SPORT CODE OF CONDUCT CONT)

- Encourage your child to demonstrate the RAWE way, play fairly and within the rules of the game.
- Discuss with your child the need to respect the decisions made by the match officials and coaches.
- Support the efforts and performance of both your team and members of the opposition.
- Remember that they are playing sport for fun and children learn best by example.
- Direct only positive verbal comments from the side line toward players and officials.
- Assist with the provision of transport to/from, supervision at games where possible.
- Assist your child to wear their uniform with pride.
- Where possible show leadership by offering to help with coaching or managing a team. If you cannot do this support them in their roles.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

Team selections are carried out by the school with the help of relevant external sporting agencies on team composition or playing positions will be entered into.

SCHOOL UNIFORM

Highlands Students are expected to wear their uniform with pride. The uniform gives a sense of belonging and allows students to be equally well dressed.

All students are encouraged to wear the Highlands Hat with logo when outdoors terms 1 & 4.

The only jewellery permitted is a wristwatch and single plain gold or silver stud earrings. Hair must be tidy – tied back if long, and natural in colour. No patterns, dreads or way out colours.

School Uniform

- Highlands Skirt or Skort Highlands Black Shorts
- Short Sleeve Polo Shirt
- Highlands Sweatshirt
- Summer - plain black sandals with a back strap no sport shoes
- Winter - Black shoes that can be polished
- A plain black jacket is allowed in winter
- Black tights or plain black socks

PE Uniform

For all students this consists of Highlands PE Shirt and Highlands black PE shorts

All uniform should be named and can be purchased from the Uniform Shop at school