



Use of Digital Technologies at PBS (reviewed Feb 2016)

E-LEARNING

E-Learning is learning supported by and facilitated through ICTs (Information & Communication Technologies), which has considerable potential to support teaching approaches. It enables students to make connections and explore new learning environments; to engage in shared learning and to learn in their own way at their own pace.

At Paraparaumu Beach School we use a range of ICTs for educational purposes to enhance student learning. Whilst students are often confident with technology, they are still developing critical evaluation skills and need the help of teachers and parents to ensure they learn effectively and safely. As a school we aim to address the needs of students growing up in the 21st century. We use digital technologies as tools to access the New Zealand Curriculum and meet its vision, principles and key competencies.

BYOD/BYOC

The learning needs of students in the 21st century are different to those of previous generations. The NZ Curriculum reflects this need with a strong focus on promoting digitally capable, global citizens. Technology is moving at a fast pace and many of the careers we are preparing our students for do not yet exist. Skill-sets no longer revolve around merely learning facts, as this information is now at our fingertips. E-learning and BYOD act as mechanisms for delivering a responsive curriculum; utilising ICTs at primary school level will help foster a smoother transition to college. As a result, in 2016, we are introducing BYOD (Bring your own Device) for students in Years 5 - 8, however you may often hear us refer to this as BYOC (Bring your own Chromebook). This is because the **Chromebook is our preferred device**. If you want to find out more about this, refer to our FAQs page on our school website. <https://paraparaumubeach.ultranet.school.nz/WebSpace/642/>

Internet Use

As a school we access the internet through the Ministry of Education's N4L (Network for Learning). This network provides filtering and limits access to objectionable sites. Students will be allowed to use the internet for their learning with the permission of a staff member. Our Wireless system also enables another layer of safety, enabling staff to block sites and monitor individual student internet usage, including sites visited. In Years 5 – 8 students will be issued with their own internet username and password.

At Paraparaumu Beach School we work hard to put safety measures into place, *e.g. how to safe-search*, to reduce potential online risks, however no amount of effort will eliminate risks completely. We can liken internet safety to safety at a public swimming pool - we have gates, put up signs, have lifeguards and shallow ends, but we also need to teach children how to swim! Needless to say we need to teach children how to use the internet safely and responsibly.

School Websites/Webpages

NB: Information below relates to the 'Parent Permission' section at the end of this document

The internet is very much a part of our children's world and when used appropriately it can be a powerful learning tool. With parental permission, our websites and webpages will contain photos of students participating in events and class work, examples of student's work and class tasks. The school will only use student's first names when referring to photos of them, or acknowledging a piece of their work

Our school website (hosted by Ultranet) has two access areas. The first area is open to anyone online; this area acts just like a normal website. School information like newsletters, enrolment procedures and school structures are features of this area. The second area is password access only (students have a username and password). This area connects students to more specific information linked to their class programme.

Paraparaumu Beach School also has Facebook page. The main purpose of this website is to provide up to date information to parents. From time to time school photos are added to our Facebook page. Once again, only use student's first names will be added when referring to photos containing them.

As part of e-Learning, some classes may also set up a Google Site or blog. This will be connected to their Google Classroom and Google Apps for Education work.

Email

As part of your child's learning at school they may need to use email tools. Email access (Gmail) is provided for students in Years 5-8. Email will be used to connect with others in relation to classroom learning tasks.

Inappropriate use

- Teachers, Deputy Principal and Principal will deal with any instances of inappropriate use.
- Teachers will regularly remind students of the school ICT and Digi-Trust rules.
- In circumstances where a student has made a genuine error allowances will be made.
- Parents will be contacted over any arising concerns in this matter.

PBS 'DIGI-TRUST' AGREEMENT

This document forms an agreement between students, parents and school staff to ensure the best care and responsibility is exercised when using digital technologies for learning at Paraparaumu Beach School. Please read through each section of this document carefully with your child.

STUDENT'S FULL NAME: _____

CURRENT YEAR LEVEL: _____ CURRENT ROOM NUMBER: _____

PBS Digi-Trust Student Agreement:

HARDWARE CARE:

- I will respect digital devices owned by the school, myself, my teacher and other students.
- At break times I will put devices away as instructed by my teacher.
- I will not eat or drink whilst using digital devices.
- I will treat all devices with maximum care when using them or moving, with devices, between work spaces.
- I will take care when transporting digital devices to and from school, ensuring they are packed away properly and inside my school bag.
- If bringing my own device to school, I will make sure it has been charged at home. I will leave the charger at home.

RESPONSIBLE USE:

- I will be trusted to access internet and email as part of my learning. I will ONLY use the internet for educational purposes.
- I understand that my teacher will be able to view the websites I visit.
- I will not deliberately create, access, download or share anything I know is inappropriate or could cause offence.
- I will treat people online as I treat them in person, with good manners and respect.

LEARNING:

- I will make the most of this opportunity to learn lots of new things and to share my learning with others.
- I will use digital devices for learning purposes as directed by my teachers.

CYBERSAFETY

- I will respect others by always using digital technologies to interact with anyone in a kind, positive and helpful way.
- I will always be in the right place and the right time when I am online.
- I will protect my passwords by not sharing them with others.
- I will never use other student's passwords.
- I will log out when I am finished using a school-owned device.
- I will always tell an adult when I see or hear something inappropriate or I feel unsafe or unsure.
- I will never share my personal information online e.g. full name, address, phone numbers.
- I will use 'safe searching' tools when looking for information.

I have read the above Digi-Trust Student Agreement. I understand that these school rules need to be followed.

Child's name (printed) and signature: _____

Parent's name (printed) and signature: _____

Date: _____

Parental Permission for photos and work published on school websites/webpages:

Students love to see their photo and work published. All photos and student work published on school webpages will be vetted by staff. However, before anything is published/uploaded parent permission is required.

I give permission for pieces of my child's work and photos containing my child on school trips, participating in events (sports groups, Kapa Haka, choir, assembly etc) and taking part in their daily learning to be published on the school websites. I understand that any photos of students will only ever contain their first name.

Parent's name (printed) and signature: _____

Date: _____