

DIGITAL TECHNOLOGIES

At the end of 2019 we revised our Digital Technologies procedural documents. This information can be found in our 2020 Information Booklet. We thought it was important to bring it to your attention which is why we are putting it in the newsletter. This document replaces the existing "Digi-Trust" agreement. We have kept on file the information about parental permissions for sharing photos.

Also related to safe use of digital technologies, we would like to bring to your attention Google Family Link. While we have a range of safety and filtering systems here at school, Google Family Link is for home use and is free. It provides parents with the ability to set time and usage limits i.e. the Chromebook can not be used after a certain time. Feel free to check it out and install it if it would be useful at your place.

Mike Thomas

At PBS we use digital technologies for educational purposes to enhance student learning and as a tool to access the New Zealand Curriculum. Digital tools help students become collaborative, creative and critical thinkers, who are capable of engaging confidently and respectfully in their community. When using digital technologies and online spaces, we recognise the necessity for teaching students ways to keep safe and make positive choices.

Knowing how to be a responsible digital citizen helps make our school a safe and positive place for everyone. Primary aged students are still developing critical evaluation skills and need the help of teachers and parents to ensure they stay safe online.

School Responsibilities

At PBS, the school will do this by:

- making everyone aware of the student responsibilities (see below) and school expectations
- teaching positive online behaviours and ways to keep safe
- monitoring student use of digital devices and activity
- using recommended filtering systems to protect users
- helping students who need support to deal with online problems
- keeping personal information safe

Student Responsibilities

Students are responsible for ensuring their own behaviour is safe, friendly and fair. This means following our school's values when online or using digital tools.

At PBS, students are expected to:

- **Keep it kind.** When you are online, think about others and talk or share in a kind way. Cyber bullying is not okay at any time. Talk to an adult if this happens to you or a friend.
- **Keep it to yourself.** Keep your passwords and information about yourself or other people safe and private.
- **Keep it careful.** Think carefully about what you share and make sure it's something you are proud of and would be happy sharing with someone else face to face. Tell an adult if you are feeling unsafe or unsure.
- **Keep it real.** Not everything you see online is real. It might look or sound real, but some things are made up or fake, so be careful to check or ask an adult if you're not sure.
- **Keep it honest.** When we copy or use words, pictures and ideas from the internet, we need to make sure we share these things in the right way and follow the rules for sharing things that don't belong to us.

- **Keep it fair.** Make sure you check with others if it is okay to record them, or share photos or videos they are in. They should have a say in what happens to things which include them.
- **Keep it responsible.** If you bring your own device or use a school device, use it in ways and at the times that your teacher says it is okay to. If you bring your own device, make sure you have charged it at home.

Parent / Whānau Responsibilities

Parents have responsibilities too. Please be aware of your child's computer and online use. At school we are able to have many layers of filtering and monitoring but the same levels may not be possible at home. Sites like Netsafe and The Parenting Place have some robust and useful advice for parents around the use of devices at home. We encourage you to look at these sites.

Netsafe can help you and your family if you are having problems online. They have free, private help for any online safety problems, and they are there to help seven days a week. Ring 058638723 or visit their website at netsafe.org.nz

N.B. Most social media platforms are for people 13 years and above.

Network and Filtering

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 unsafe sites and also protects the school from external threats. The school also uses Family Zone (Linewize and Classwize) as another layer of filtering and monitoring. This enables staff to set rules, block sites and monitor online behaviour of users. In addition we use Google Safe Search and have put limits on YouTube.

BYOD (Bring Your Own Device) at PBS Year 5-8

The NZ Curriculum has a strong focus on promoting digitally capable, global citizens. Access to individual devices allows for increased digital fluency, confidence and engagement. It also increases learning opportunities and feedback in real time. As a result, individual access to devices has become a basic requirement for learning in these years.

At PBS, the Chromebook is our preferred device. These may be purchased through retail outlets, Norrcom or through the Whakaaro Hou Trust. Forms for the trust are in the office or on our school website.

School Websites and Apps

The school has a website and also uses other platforms e.g. Spotlight, Skool Loop, Facebook and See Saw.

With parental permission, these platforms may contain uploaded content eg 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 provides information like newsletters, enrolment information and general procedures.

Google Classroom is used predominantly in Years 3-8. This is preferred platform for class teaching and learning.

Google Accounts

All students will be given their own school google account on enrolment. However these will only generally be used for learning from Year 3 onwards.

Inappropriate use

- Teachers and / or Senior Leaders will deal with any instances of students not following the expectations.

- In circumstances where a student has used technology in an unsafe or irresponsible way, we will follow our school's Positive Behaviour Plan.
- Parents will be contacted over on-going or serious misuse of technology or breaches.