

Kaikoura High School



Appropriate use of Digital Devices for BYOD

Guidelines and Conditions for Students

Kaikoura High School provides an extensive ICT network and digital learning related equipment to enable you to enrich your educational experience. It is your responsibility to use both your own digital learning equipment and Kaikoura High School's equipment and services safely and with respect to others.

Digital Devices

Digital devices and services are defined as any electronic device that stores, communicates, prints or records data and any device or system that transmits, transfers or broadcasts data. eg cell phones, cameras, computers, printers, phone system, servers, wireless routers, network switches and cabling, USB devices and iPods.

Your own personal devices while at School or being used as part of your Kaikoura High School education and all Kaikoura High School devices and equipment are covered in these guidelines.

Safe Experiences

Kaikoura High School is passionate about your safety. While you are in our care we will work hard to keep you safe and as a student of Kaikoura High School you must respect our desire to protect our reputation within the wider community.

As a student you will

- exercise care and responsibility with your passwords,
- manage appropriate use of all communication systems and devices,
- treat all equipment with care and
- develop a security conscious attitude with your own equipment.

I agree that:

1. I will use all digital devices appropriately and legally.
2. I will use electronic mail and internet services in accordance with this document.
3. I will use the systems and structures in place to make best use of the digital learning resources available.
4. I will be careful when using social networking sites about revealing personal information.

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I will be considerate to others:

1. I will not display graphics that could cause some offense to others.
2. I will use appropriate language in all communications including email and text messages.
3. I will not incur unnecessary or excessive costs for the school relating to downloading.
4. I will manage my network space efficiently by regularly deleting files no longer required.
5. I will take responsibility for the backing up of files that are critical to me.
6. I will work constructively with the ICT support staff in reporting ICT problems and breakages.

I will accept responsibility for privacy and security:

1. I will not reveal my password to anyone other than ICT staff.
2. I will not attempt to use or otherwise interfere with another person's account under any circumstances.
3. I will report any security problems to the ICT staff.
4. I will act in such a manner on the School's ICT network, so as not to bring the School, staff members or students into disrepute.
5. I will ensure the safety and security of my laptop and other personal ICT devices.

I understand that if I do not follow these guidelines, access to the Kaikoura High School BYOD wireless system will be removed immediately. The reinstatement of access will be considered on an annual basis and only given with the permission of the Principal.

Device Registered		Serial Number	
Device Registered		Serial Number	
Device Registered		Serial Number	
Student		Date	