

## **Letter of Understanding Concerning BYODs – From Year 5/CM1**

### **Students and Ecole Française Internationale Auckland Agreement**

**I/We understand** that I am allowed to bring a personal computing device, preferably Chromebook, to school as part of the school's BYOD programme from Year 5 / CM1.

**I/We agree** that I will use the personal computing device for learning inside and outside of the classroom with the care required as part of the Cyber Safety Contract.

**I/We understand and agree** that I will not do anything on the device or use the device in any way that will bring École Francaise Internationale Auckland into disrepute through e-mails, group chats, texts, tweets, videos, pictures or any other such manner.

**I/We understand** that I am totally responsible for my device while at school. This includes its insurance, its care and looking after its peripherals such as chargers. The device needs to be fully charged **before arriving at school**. I undertake to purchase some sort of covering that will protect the device.

**I/We understand** that I will be responsible for putting the device in the lockable storage area provided in the classroom.

**I/We will provide** the serial number of the device for monitoring purposes by the school.

**I/We will surrender** the device upon request by the teacher or IT facilitator for checking of misuse e.g. use at inappropriate times when not directed by a teacher

**I/We understand** that all maintenance, updates and repairs are to be undertaken by me / us at my / our expense.

**I/We will be responsible** for transporting my device to and from school.

**I/We understand** that École Francaise Internationale Auckland will provide access to the Internet via its network.

**I/We will abide** by all cyber-safety rules as outlined in the school Cyber Safety Policy.

**I/We also understand** that École Francaise Internationale Auckland reserves the right to withdraw permission for me to have my device at school should any of the above conditions be breached.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Device type: \_\_\_\_\_

Serial Number: \_\_\_\_\_

**Please sign BOTH sides of this document when entering Year 5 (or above)**



## Cyber Safety Contract

Information and Communication Technologies (ICTs) include computers (networked or stand alone) and all their associated applications, the Internet, mobile telephones, digital cameras, photocopiers, scanners, audio and video devices.

1. I accept that the use of ICTs is for educational purposes.
2. I will not use the Internet without first requesting permission to do so from the teacher responsible for me at that time.
3. I will identify myself in all correspondence by using my first name only.
4. I will not reveal any personal details, my own or other people's.
5. I will respect the rights, privacy and property of others. This includes their passwords and files.
6. I agree not to access or search for unsuitable, offensive, or illegal material.
7. I will notify my teacher if I encounter material which I know to be of a doubtful or unacceptable nature.
8. I understand that I am not to use web based email accounts (other than my school allocated one) or web based instant messaging programmes.
9. I will respect the school's equipment and resources and report damage to a teacher.
10. I agree not to download any files from the network, or Internet, and will not install any software onto the school's computers.
11. In all my communications I will be courteous and use appropriate language.
12. I will respect copyright and acknowledge the source of my research material.
13. I understand that usage of the Internet is monitored and reviewed, and records kept of this usage.
14. If a student brings a personal digital device/cellphone to our school, the following guidelines apply;
  - the school does not accept responsibility for lost, damaged, or stolen personal devices brought to the school but investigates any issues as appropriate.
  - The cell phone should be turned off and handed to the classroom teacher at the beginning of the day, placed in a locked box and returned to the student at the end of the day.
15. I understand that inappropriate use of ICTs will result in disciplinary action.

### **Student Statement:**

I have discussed the above conditions with my parents/caregivers and agree to abide by the letter and spirit of the Cyber Safety Contract.

**SIGNED:** .....

**Date:** .....

### **Parent Statement:**

- I have read the school's *Cyber Safety Policy*. I have discussed the above Contact conditions with my child.
- I give permission for my child to use ICTs for educational purposes.
- I understand that in addition to the above conditions, the school further endeavours to protect my child's cyber safety through the use of firewalls and Internet content filtering software. I recognise that no electronic monitoring system is 100% safe and that my child agrees to never attempt to deliberately bypass these systems, and will abide by the conditions of this Contact.
- I consent to my child's school work, or image, being used as part of everyday classwork and to being displayed and/or published/distributed electronically. In this instance, my child will not be identifiable by their full name.

**SIGNED:** .....

**Date:** .....

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