

December 2014

Dear Parents/Caregivers of Intermediate Students,

For learning purposes, we have set up an email account for your child. The purpose of this account is for students to share work with their teacher, and further enable them to access their work between home and school.

There are a few guidelines around this account that we have discussed as a class. Please read through this, discuss it with your child and if you agree, return the signed slip to acknowledge the acceptance of these requirements.

- 1) Students must follow the Mangawhai Beach School Cyber Safety policy at all times.
- 2) The email account is for learning purposes only. This includes sharing work with the teacher and other students when required - not personal use and contact.
- 3) At first login, students will be asked to enter their own password. Once they have created one, it must be given to the teacher and not changed after this. They must not tell other students their passwords. (The initial password to get in is *mangawha1*)

Any incorrect use of this email account, or breach of the requirements above will result in it being shut down.

The accounts will also be closed when students leave the school.

If you have any queries, please do not hesitate to contact us on jfletcher@mangawhaibeach.school.nz, astockman@mangawhaibeach.school.nz or bbradley@mangawhaibeach.school.nz

Kind regards,

Intermediate Syndicate Teachers
Anna Stockman, Jaimee Fletcher, Ben Bradley

Yes, I agree, to the above guidelines. Please activate my e-mail account.

Student Name: _____

Student Signature: _____

Parent/Caregiver Name: _____

Parent/Caregiver Signature: _____

Date: _____

Digital Safety Agreement

I agree that I will respect and take care of our digital equipment by:

- Following all of the class rules about digital equipment and only using the equipment when I have been given permission.
- Not copying any software and following copyright laws.
- Using any passwords or logins provided by the school appropriately. I will not disclose passwords to anyone.
- Only printing with the permission of my teacher. I will check the print preview before printing.
- Keeping all my communication with digital tools appropriate and respectful.

I will keep myself and others safe by:

- Not giving anyone on the internet information about myself or others – this includes addresses, photos, names, phone numbers or banking details.
- Making sure that I display the Mangawhai Beach School values of Balanced, Excel, Active, Creative and Having Fun when I am using digital equipment.
- Not writing my personal details into any website, email, blog, podcast or other communication technology without permission from my teacher and/or parent.
- Immediately telling the nearest adult if I accidentally come across dangerous, mean, rude or confusing material. I will not show it or pass it on to any other students.
- Ensuring all of my communication will be appropriate and relevant to my learning. My language will not be disrespectful, offensive, abusive, dangerous, or inappropriate in any way.
- I will report any cyber bullying to my teacher immediately.

I will keep the equipment safe by:

- Carrying it correctly - as shown to me by my teacher.
- I will ensure all digital devices are stored correctly and safely after I have used them.
- If something goes wrong, or the device is damaged, I will tell my teacher immediately, so that it can be fixed.
- Not changing any of the settings on the digital devices owned by the school.

I understand that if I intentionally break this agreement in any way I may lose the right to use the internet and digital equipment at school. As well, the school may inform my parent/caregiver and there may be consequences for my actions.

Child's Name:

Parent/Caregiver's Signature:

Date: _____

(Parents, please help your child understand the rules they must follow to ensure their own and the equipment's safety)