



TAITOKERAU EDUCATION TRUST

LEARNING ANYTIME, ANYWHERE, AT ANY PACE

REF#

Students

Support

Name: _____

Persons name: _____

TIKANGA OF CARE 2017.

The Tikanga of Care is an agreement between students, parents and schools to ensure the best care and responsibility is exercised with the chromebook during each student's time in the Te Puawai Digital Immersion Programme. There are three important areas to acknowledge as a user of chromebook.

- **Responsible Use Agreement:**

Student

Whanau

School

- **Chromebook to Home:**

Connecting to the Internet

Whanau Engagement

User Conditions

Parent/student terms

- **Insurance**

- **Cyber smart Safety**

User Conditions

Please read through each area of the Tikanga of Care and initial in the labeled section to acknowledge you understand and agree to the terms.

1. Responsible use agreement:

Student agreement:

- I will respect the equipment (my chromebook, power charger and bag/sleeve) by always looking after it and keeping it safe.
- I will respect others by always using this chromebook to interact with anyone in a kind, positive and helpful way.
- I will make the most of this opportunity to learn lots of new things and to share these with others.
- I will always be in the right place, at the right time when I am online. If in doubt I will ask my teacher or parent.
- I will protect my password and keep it completely secret.
- I will log out when I am not using my chromebook.
- When I take my chromebook home, I will keep it safe when I am not using it.
- When I take my chromebook home, I will make sure I bring it to school to use in the same condition that I was given it.
- Once I am able to take the book home, I will bring it back to school everyday, charged and ready to use.

Student

Print

sign here: _____

name here: _____

Date: _____



Parent agreement:

- I will use only the guest account when using my child’s device for my own use.
- If I am unsure about using the device, I will attend a parent cybersmart session to ensure that I have basic skills to aid my child’s use at home.
- I will ensure we apply CyberSmart values at home. If I am unsure of CyberSmart values, I will attend a parent chromebook session
- I will interact with my child’s learning in a kind, positive and helpful way.
- I will respect the terms of the Credit Sale Agreement by:
 - ***ensuring payments are upheld as agreed to in the Credit Sale Agreement.***
 - ***if I leave the cluster, ensure the outstanding amount is paid in full in order to keep the device OR ensure any outstanding debt is paid off and the device returned to the school in good working order (incl. bag and charger). I understand that I will not be reimbursed for the payments I have made.***
- I will respect the terms of the ‘Tikanga of Care’ and ensure my child is encouraged to be a responsible user.
- I will work with my child to keep all equipment safe when it is at home.

Support Person **Print**
sign here: _____ **name here:** _____ **Date:** _____

School agreement:

- To offer technical support for students devices where applicable.
- To ensure the classroom environment adheres to the CyberSmart curriculum.
- To support parents in engaging with student work.

School sign here: _____ **Date:** _____

2. Chromebook to Home:

Connecting to the internet

The aim of the Te Puawai Digital Immersion Programme is to have all our students able to connect their chromebook to the internet so that they can access their learning environment.

If access to the internet is not available at home due to affordability, please discuss this with the school as support may be available via a support arrangement that the Taitokerau Education Trust has agreed with the 2020 Trust.



We expect to have 3 groups of children:

1. Those who can access the internet

They will be issued a special password to enable their chromebook to use the internet to access their learning dashboard.

2. Those who have wireless set up at home already.

Use your home internet settings and connect your chromebook to the internet yourself.

3. Those who don't have internet at home for access reasons.

You can use your device offline at home. Organise yourself to have all other information ready to work offline at home. Any work you do can be uploaded to your online accounts when you get to school the next day.

3. Insurance

The Te Puawai Digital Immersion Programme includes insurance provision in the event of unintentional damage or loss of the chromebook. This is part of the package you signed up for when you purchased the chromebook. As long as the children and family have adhered to the 'User Conditions' below, the chromebooks are insured.

There is an excess of \$50 to be paid when an insurance claim is made.

User Conditions

All chromebooks must have a safe place for charging and storage.

When using your chromebook

1. No food or drink is allowed near your chromebook.
2. If you are charging your chromebook while using it, you must work in a space so that no one will be able to walk or damage your charger while you are using it. Make sure the cables will not create a hazard to the device or other people.
3. If you are working at a table, keep your chromebook away from the edges and other contents that could lead to the damage of your device.
4. If you are working on the floor, choose a space where people can see you so they don't trip over and hurt you, themselves or the chromebook.
5. If you leave the classroom or house your chromebook must be locked in the chosen safe place.



When moving your chromebook

1. If you are passing your chromebook to anyone or carrying your chromebook in the classroom you must:
 - a) ensure the lid is closed.
 - b) you must carry it with two hands
 - c) carry only one chromebook at a time

2. When chromebooks are being carried anywhere outside they must be:
 - a) inside their bag.
 - b) the bag must be carried by its handles OR inside a suitable school bag/backpack.
 - c) it must be protected from rain and wet or damp conditions at all times.

Student Initial: _____

Te Puawai Whanau Engagement: Parent Cybersmart Training

Parents are expected to complete a parent cybersmart session before their child’s chromebook goes home. This training will give helpful and informative teaching to ensure the chromebook is used as agreed to in the Tikanga of Care. It also supports parents to engage in their child's new learning environment and support their learning.

- **Check out <https://www.netsafe.org.nz/> Netsafe website for more information**

NB: Parent cybersmart sessions are run through the Taitokerau Education Trust in partnership with the 2020 Trust who also provide the Computers in Homes courses. Information about these sessions will be communicated through your schools.

Facilitator: *R. Sipene* **date:** _____

Completed: **Incomplete:**

Tikanga of Care

The following school, student and parent(s) have recognised the terms in The Tikanga of Care and have agreed to partner together to ensure all elements of this document will be upheld during the user’s time in the Te Puawai Digital Immersion Programme.

School: _____

Student: _____

Date: _____

Support Person: _____

Once signed, a copy of this agreement will be held on file at the student’s school.



Chromebook to Home Agreement

An agreement has been made between

_____ *School* *and*

_____ *Student* *and*

_____ *Support Person*

That the chromebook is allowed to go home during the selected times and that the Tikanga of Care will be upheld during this time. The chromebook goes home on:

Weeknights

Weekends

Holidays

Date: _____

******If students fail to bring their device to school on multiple occasions and there are still outstanding payments on the device, the chromebook will need to remain at school to ensure student's learning needs are met.***

******Should payments not be met, the school will keep the chromebook in class for students use untill payments are resumed.***

Note: Any changes to the agreement will be in writing by parent.

Device SNID: _____

**Whanau Support Co-ordinator
Ross Tipene**