



MANA COLLEGE

'AKONA TE MAHI PAI'

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RESPONSIBLE USE AGREEMENT OF ICT/DIGITAL TECHNOLOGY IN SCHOOL

Mana College is committed to providing a safe and productive digital learning environment for all students. To ensure responsible use of technology, we have established the following guidelines. By adhering to these rules, students contribute to a positive and secure online experience.

Purpose

The purpose of this agreement is to promote responsible behaviour when using ICT (Information and Communication Technology) and digital devices within the school premises. These guidelines apply to all students, staff, and visitors.

Access to Technology

Mana College recognises that technology enhances teaching and learning. Therefore, we provide access to the internet and other communication technologies. However, responsible use is essential to maintain a conducive learning environment.

Phones Away for the Day Policy

As part of our commitment to focused learning, Mana College has implemented the "Phones Away for the Day" policy. Students are required to keep their mobile phones turned off and securely stored during school hours. Exceptions may be made for specific educational purposes, as directed by teachers.

Appropriate Use of Devices

Students are expected to use digital devices (including computers, tablets, and smartphones) appropriately. Here are the key guidelines:

- Keep your password confidential.
- You are responsible for any activity conducted under your login credentials.
- Be aware of the potential risk of using external drives. If in doubt get it checked by the IT department
- Access to the school Wi-Fi and online tools is a privilege and should be used appropriately. Devices can be a distraction so you must stay on task and avoid playing games unless explicitly permitted by the teacher.
- Do not connect personal devices to school computers.
- Only store work related files on the computer network.
- Do not upload harmful or inappropriate content.
- Respect copyright laws.
- Do not access offensive or harmful information.

BYOD (Bring Your Own Device)

Mana College encourages students to bring their own devices for educational purposes. However, the same responsible use guidelines apply to personal devices.

Email and E-Learning

- Students will receive a school email account for educational purposes (e.g., Google classroom, google drive).
- Keep your email password confidential and use it appropriately.

Consequences

Failure to comply with this Responsible Use Agreement may result in:

- Temporary or permanent denial of computer access.
- Making up missed work during the restricted period.
- In severe cases, involvement of law enforcement.
- By signing below, you acknowledge your commitment to responsible technology use at Mana College:

Date: _____

Student: _____

Parent: _____

Please return this form along with your enrolment documents. Thank you for helping us maintain a positive digital learning environment!