

## Paraparaumu College

### Appropriate Use of ICT Guidelines

Paraparaumu College learners are expected and equipped to be smart, safe and responsible in their use of Information and Communication Technology. We are guided by the school's Good Learner Profile:



#### **We are curious, critical thinkers. Therefore we...**

- Ensure that the use of ICT and mobile devices at school is related to the wider curriculum and education-related learning activities.
- Pursue knowledge and learning while recognising the authority and responsibility of staff to direct, permit, restrict and authorise the use of ICT at school and act accordingly.

#### **We are collaborative, valuing working together. Therefore we...**

- Use ICT to connect with others in positive ways, to work together and encourage one another. We never harass, bully, demean or hurt others.
- Take care of the ICT property and the resources of the school and of other people so we can continue to work together. This includes only using bandwidth we need to make sure everyone is able to get the work they need to do done.

#### **We are focussed and resilient. Therefore we...**

- Harness our ICT expertise and skills to support and enhance our own work and the work of the school.
- Avoid allowing ICT-related distractions to detract from our learning or the learning of others at school.
- Do not plagiarise, ensuring we properly reference the work of others.
- Don't give up when problems occur - we find solutions and share those solutions with others.

#### **We are self-managing. Therefore we...**

- Follow Ministry of Health and Ministry of Education guidelines, ensuring that we always use our personal devices on a desk or table rather than our lap.
- Turn the wireless connection off (e.g. use "airplane mode") on our devices when we are not connecting to the internet.
- Look after our own gear, anticipate what we might need each lesson or day, and make sure we come to school prepared.
- Continue to make the most of our learning opportunities outside of school using ICT.
- Protect our relationships by not accessing, sharing, sending or publishing material that is hurtful, offensive, inappropriate or false.
- Make sure we get permission before we photograph, video or record people in the school context, or publish or distribute those recordings.
- Take responsibility for reporting inappropriate usage of ICT in the school community.
- Remember and keep secret our passwords, making sure nobody else uses them.
- Make sure that we manage our screen-time to ensure that we get plenty of fresh air and exercise over the course of each day

At all times a Paraparaumu College learner strives to achieve excellence, to be responsible, to be innovative, to show respect and to have integrity.