

Paraparaumu College

Responsible 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 including Social Media. We are guided by the school's CARE values:



C

Ako Tahī

We are collaborative, valuing working together therefore we...

- Use ICT to connect with others in positive ways, to work together and encourage one another.
- Take care of the ICT property and the resources of the school and of other people so we can continue to work together.
- Harness our ICT expertise and skills to support and enhance our own work and the work of the school.

A

Akonga Tōhau
Nui

We are active learners 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.
- Don't give up when problems occur - we find solutions and share those solutions with others.
- Continue to make the most of our learning opportunities outside of school using ICT.

R

Manaakitanga

We are respectful therefore we...

- Never harass, bully, demean or hurt others using technology.
- Do not plagiarise, ensuring that we properly reference the work of others.
- Protect our relationships by not accessing, sharing, sending or publishing material that is hurtful, offensive, illegal, 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 problems with ICT in the school community.

E

Tū Tangata

We are effective self-managers therefore we...

- Consider our health and well-being when using devices - stretching, taking breaks and being mindful of safe use.
- Avoid allowing ICT-related distractions to detract from our learning or the learning of others.
- Look after our own gear, anticipate what we might need each lesson or day, and make sure we come to school prepared including bringing an appropriate, fully charged, BYOD device (not a mobile phone).
- 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.