



## **2025 Waikanae School Digital Device Contract.**

**This contract covers both BYOD and school-provided devices**

**As responsible users of digital devices at Waikanae School,  
I agree to the following conditions of use:**

### **Caring for my device and avoiding damage.**

- I will be the **only person** to use my laptop and will be responsible for it and how it is used.
- I will **not eat or drink** near my laptop.
- I will carry and transport my laptop to ensure it is **not dropped or damaged**. I will always use a designated bag/case when travelling outside the classroom.
- The device will be **stored inside the classroom** at all times during the school day.
- I will be in control of my behaviour around my laptop and other people's devices, treating them with **respect** - keeping them **clean and safe**.
- I will make sure my laptop is **charged** each night before bringing it to school the next day (BYOD only)

### **My behaviour on my school device account**

- At school, I will only use my **school account** and the school **BYOD wifi**
- I will **not use social media sites** while on school grounds ie: Facebook, Chat Rooms, Snap Chat, Tik Tok etc...
- I will only download and use **applications and programs the teacher has specified**.
- I will only use **websites and tools that are appropriate** for my work.
- I will **speak to my teacher if something happens** that is not appropriate or I am unsure of ie: Report any inappropriate sites that have accidentally popped up to my teacher.
- I can only use my device for **educational purposes** while at school.
- I will keep my **passwords private** between my teacher, parents and me and not tell anyone else.
- My **history will remain intact**. I won't go incognito or delete my history.
- I will **keep myself safe** online and think before I send something.
- I will not use my laptop unless there is an **adult present in the room**.
- I **will not cut and paste someone else's work** and pass it off as my own.
- I will **not encourage other children to use their laptops inappropriately** and if I see or hear any misuse I will talk to my teacher.

### **Consequences for misuse**

- If I misuse my device by breaking any of the above rules. My teacher can remove the use of my device during school hours.
- If I continually misuse my device, my parents will be contacted and a device plan will be put in place; i.e. supervised use only, limited use, and removal of ICT access during school hours.

**I understand and accept the above conditions and understand that there will be consequences for not following these rules. I have read this document with my parents and they understand what is expected of me.**

Date: \_\_\_\_\_

Student name: \_\_\_\_\_ Student signature: \_\_\_\_\_

Caregiver name: \_\_\_\_\_ Caregiver signature: \_\_\_\_\_