



My Mobile Learning Agreement - 2024



Version 7

At Ōpaheke School, students in Years 4 - 8 have the option of bringing their own device to use at school. The device will provide the opportunity for students to enhance their learning as part of the daily classroom programme

While these devices will be owned by the students, the school will manage how they are to be used during school time.

Please complete all pages - including reading and ticking all of the boxes.

Student's Name: _____ Rm No: _____

Device Serial Number: _____ Date: _____



Student Digital Citizenship Agreement

Having a personal device at school is an important responsibility. When using my device at school I know it's important to demonstrate the characteristics and behaviors of a good digital citizen.

Keep it Kind

This means I will:

- ☐ Think about others online and talk or share in respectful ways.



Keep it to myself

This means I will:

- ☐ Keep passwords and information about myself and other people private and offline as it can be easily shared, viewed, screenshot, or changed by others to mean different things. I know that nothing is private online.

Keep it careful

I know that because things I do or say online can be seen by others, I will:

- ☐ Be careful to share the things I can feel proud of, or would be happy sharing with someone face to face.

Keep it positive

I know that anything I post or do online can influence what people think of me. This means I will:

- ☐ Always respect others online and communicate in a positive, respectful way.
- ☐ Post with caution.



Don't believe everything I see.

This means I will:

- ☐ Always think carefully about the information I see online – not everything is true.
- ☐ If I am unsure of something I will talk to a teacher.

Avoid online bullying.

I know that:

- ☐ Creating or forwarding content that is harmful or hurtful towards someone else is not okay at any time.
- ☐ Sending multiple messages to somebody who doesn't want them is also considered online bullying and is never okay.
- ☐ I will always treat others the way I would like to be treated



Be Security Smart

This means I will:

- ☐ Keep personal information secure by using strong passwords and not sharing them with other students.
- ☐ Always log out of a site, or device.
- ☐ Get permission before downloading software to the school network or connecting new devices.

Respect others' rights

This means I will:

- ☐ Always ask first if I need to use someone else's device, online sites, and their image, ideas, creations or work that's stored online.

Recognise others' work

I know that:

- ☐ When we use or take others' work or ideas from the internet, we need to make sure we copy or use these in ways that are okay because there are rules about this.
- ☐ My teacher will help you to use things you find online in the right ways.

Seek Help

I know that:

- ☐ Sometimes I, or someone I know will feel unsafe or come across bad or hurtful content online. If this happens talk I will talk to a trusted adult about what can be done.

Taking Care of my Personal Device at School

A device is a big investment in my learning and therefore needs to be treated with care.

- ☐ Stickers, labels and other custom touches can be put on the outside of my device (with parent permission) to help physically identify my device from others.
- ☐ My device needs to be brought to school fully charged. Charges should be left at home.
- ☐ I will store my device in the required classroom lockable cupboards before school, as well as during break times.
- ☐ I will use my device during class time only when my teacher has given permission for me to do so.
- ☐ I need to remember to carry my device carefully - not by the screen, bend the screen right back or close the screen with something inside it.
- ☐ I will take care extra care with drink bottles and wet togs in school bags. Wherever possible I will keep these items separated.
- ☐ A suitable protective cover is necessary and my device should be taken to and from home inside my school bag for extra protection.
- ☐ I will not allow others to use my device.
- ☐ My device should be insured by my parents/caregivers
- ☐ If my device is malfunctioning or damaged I will need to take it to a computer repairer. Ōpaheke School is unable to supply technical services for student owned devices.



Ōpaheke School, its staff or employees, are not liable for any device stolen or damaged whilst at school.

Device Minimum Requirements



When choosing a device please consider the following:

- Minimum 4GB RAM
- Minimum 128GB HDD or SSD
- Windows 10 or 11
- 10" to 15" (11" devices are easiest for our students to manage)
- 5 to 6 hours of battery life
- 2 minute start up time
- Up-to-date antivirus

Extra Information for Parents

Here are some tips for parents that we have gathered from our experiences so far.

Suggestions for a home agreement

It is always easier to have an agreement on how the device is to be used before starting rather than discussing when problems arise. Some things to talk to your child about:

Device Time

Maintaining a balance is key, managing device time essential. How much time will be spent on the device each day. How much time will be spent on learning activities. What are your expectations are about turning it off and taking a break when told.

Knowing When and Where

Asking before using a device, whether its their own or a shared device. Knowing where its ok to use a device. Shared spaces like the kitchen table or living room allow for easier supervision.

Communicating in positive and meaningful ways

Before posting or sharing anything we encourage our students to ask themselves Is it safe? Is it rude? Is it necessary? Is it kind? If the answer is 'NO' to any of these questions, it's best to not to.

Deciding on Apps and Sites

Checking before visiting sites. Have a list of agreed sites that your child can access freely.

These could include learning platforms like Office 365 and other school based subscription apps like Minecraft EE and Mathletics. Be sure to ask before downloading programmes or uploading content.

What to do when things go wrong

Making sure that your child lets an adult know if that hear or see something online that is harmful or dangerous.



My Mobile Learning Agreement

I understand the importance of these guidelines and that not following these may result in me losing the privilege of using my device at school.

Student's Name: _____ **Parent's Name:** _____

Signature: _____ **Signature:** _____

Contact Email: _____

Date: _____

For Office Use Only:

Copy of agreement returned:

☐

Initials: _____