



Student electronic device (SED) & Digital Citizenship Agreement

ALL users of any school or personal device on the school site must adhere to the policies below for safe and effective educational use.

We agree to the following:

1. Responsible use of all electronic devices is encouraged at Mahurangi College as these can enhance and enrich learning opportunities for students. All devices can be used for educational purposes but only when the student has prior permission from the teacher of that class.
2. Bring Your Own Devices (BYOD), includes, but is not limited to, any internet capable devices, such as laptops, iPads and Androids tablets.
3. All internet access at Mahurangi College must go through the Mahurangi College network (cellular access is not permissible). The user-name and password for wifi access at school must be kept private and not shared with any other person.
4. Any SED brought into the college will be the responsibility of the student. The school or its staff will not be responsible for any loss, theft or damage.
5. The college does not offer charging or maintenance facilities.
6. Before connecting onto the Mahurangi College internet system, the student and a parent/ caregiver must sign this “*Student Electronic Device and Digital Citizenship Agreement*”.
7. Access to the Mahurangi College network is a privilege, not a right, for students at Mahurangi College. The privilege can and will be removed and disciplinary action will be taken, if the device is misused in any way, particularly to bully other students, access inappropriate or illegal websites, attempt to access servers or staff only areas of the website, or to download large volumes of data for private use (eg movies or songs). The use of the device and the network is there to support learning.
8. **All** electronic devices on site at Mahurangi College are subject to monitoring, checking and audit by the staff at Mahurangi College and “Family Zone” filtering service. No inappropriate data is to be brought into or accessed at Mahurangi College. It is every one’s responsibility to ensure appropriate use of information and communications technology (ICT). Any inappropriate use should be immediately reported to senior management and/or the ICT office.
9. Inappropriate use of social media is not acceptable. For the students’ safety and well being, parents are strongly advised to adhere to the age restrictions of social media which in most cases is 13+
10. The provisions of this policy apply to students at school or on any school related events, including trips, camps or extra-curricular activities.
11. Electronic Devices need to be digitally named using this format, **Firstname Lastname’s Devicename** eg. *Johan Smith’s iPad*

I have read this agreement and know the importance of the school rules for the use of electronic devices.

I accept that if I break these rules: the device may be confiscated for a period of time for my parent/guardian to collect; I may lose the right to bring or use an electronic device at school; the school may take other disciplinary action against me (which could include my removal from any course that requires the use of an electronic device).



Device Details

Student Name (first & last):

School login

Whanau

Yes I bring an Electronic Device/s to school and have recorded the details below:

Device Name	Serial Number	MAC/Wi-Fi Address
		: : : : :
		: : : : :
		: : : : :
		: : : : :

Student Signature

Parent Name & Signature

Date

To help you fill in the required information, there are numerous websites that can help you find your way around the menu of your particular device(s).

What is a MAC or WiFi Address?

A MAC address (nothing to do with Macintosh Computers) or a WiFi. The MAC address is a unique combination of letters and numbers in 6 pairs (eg: 2b:45:r5:dt:56:g3) . Every WiFi capable device has one. It can't be changed or erased making it a very important security feature. Please print the information carefully. If you change your device, you should update this information in B11.

How do I find my MAC Address?

Open your browser, then type "How do I find my MAC address on 'type your device type here'"

Apple devices: Settings/General/About/Wi-Fi address

Samsung devices: Settings/About Device/Status/Wi-Fi MAC address

Why should I call my device by my name?

Your device name will be the first thing that will enable someone to help you look for your device should it get misplaced.

Why does this need to be signed by a parent or caregiver?

It is important that your parents or caregiver know the conditions of use on the school network. It is also important that they know you are bringing an electronic device to school, for the purposes of insurance and to support your learning. We highly recommend you cover your device under your home contents insurance in the event of an accident, loss or damage.

You should employ every measure you can to ensure the security of your device. If you have an iPad or Apple laptop, it should have Find My iPhone enabled with an iCloud account. Other devices have similar solutions. Of course the physical security is only one aspect. **NEVER** let your username or password be used by someone else.