



Using our online network & digital technologies appropriately

Students and staff at Wellington High School can connect to the school network and the Internet through our own technology (e.g. our WiFi, devices) and your own technology (e.g. your mobile phone, computer).

How we aim for safe and appropriate use of technology at school:

- We discuss kind, respectful use and being a digital citizen. We actively discourage practices that might be harmful, inappropriate or hurtful to others.
- Access is **filtered**.
- **We monitor and log:** *all internet traffic* on the school network; WHS-owned devices; and activity across WHS-owned Google Suite accounts (Gmail, Google Classroom, Google Drive, Google Docs etc).
- We may access your school-owned Network and Email accounts if we need to investigate misuse of our network (e.g. bullying, harassment, hacking etc.)

When you use a computer on our school network, **including your own device on the school WIFI**, you agree to the following:

Whānau:

- Don't share information about our network or your account (e.g. passwords, WiFi details) with anyone else.
- Make sure no one else accesses your school Gmail account or school login.
- That your school-owned Email is shared with third party platforms¹ that are part of our system.

Excellence:

- Use the school network for learning.
- Keep mobile devices (e.g. phones) off and in your bag unless they are allowed for learning.

Respect

- Respect the school network equipment; understand that the care you take helps all of us at WHS.
- Show respectable learning behaviour when using online spaces e.g. Google chat, Google Meet

Ora

- Keep a balance in the way you use technology — consider your health and wellbeing as you use it.

Unacceptable use means:

- 1) Accessing, or attempting to access, inappropriate and/or illegal websites or any website which has been blocked by the school.
- 2) Using or attempting to use VPNs, Proxies or tunnelling services at school.
- 3) Breaking copyright laws or terms of service e.g. streaming from personal accounts (e.g. Netflix) / pirating copyrighted content (e.g. films, music)
- 4) Producing, viewing or sending material of an offensive, obscene or illegal nature.
- 5) Bullying, harassing, insulting or attacking others.
- 6) Taking and/or sharing photos/making images of others without their permission.
- 7) Damaging WHS computers or network devices, or any student-owned computers or devices.
- 8) Using, or trying to use, someone else's information/login/password or trespassing on or changing the folders, files or work of others.
- 9) Running unauthorised executables or engaging in 'hacking' or other destructive behaviour.
- 10) Eating or drinking in any computer suite.

Access is a privilege, not a right. Misuse may lead to restricted internet access, no internet access, no network access and / or further disciplinary action.

Policy updated: May 2021

¹ In 2022, these are: Google Education Suite and associated apps, Career Central, Kamar (our Student Management System), Microsoft (and associated apps), Adobe (and associated apps), Assay, AccessIT, N4L, Stile, ETV. Additional services may be added as appropriate for learning.