



# Kawa of Care 2018

The Kawa of Care is an agreement between students, parents and schools to ensure the best care and responsibility is exercised with the Chromebook/device during each student's time in the Kootuitui Programme. There are three important areas to acknowledge as a user of the Chromebook/device:

1. Responsible Use Agreement:
  - Student
  - Parent/Whanau
  - School
2. Device to Home:
  - Whanau Engagement
3. Insurance:
  - User Conditions

**Please read through each area of the Kawa of Care and sign on the last page.**

## 1. Responsible Use Agreement

### Student agreement:

- I will respect the equipment (my device, power charger and bag/sleeve) by always looking after it and keeping it safe.
- I will respect others by always using this device to interact with everyone in a kind, positive and helpful way.
- I will make the most of this opportunity to learn lots of new things and to share these with others.
- I will always be in the right place, at the right time when I am online. If in doubt I will ask my teacher or parent.
- I will protect my password and keep it completely secret.
- I will log out when I am not using my device.
- When I take my device home, I will keep it safe when I am not using it.
- When I take my device home, I will make sure I bring it to school to use in the same condition that I was given it.
- Once I am able to take the device home, **I will bring it back to school everyday, charged and ready to use.**

**Parent/Whanau agreement:**

- I will use only the guest account when using my child's device for my own use.
- If I am unsure about using the device, I will attend a parent chromebook training session to ensure that I have basic skills to support my child at home.
- I will ensure we apply CyberSmart values at home. If I am unsure of CyberSmart values, I will attend a parent chromebook session.
- I will interact with my child's learning in a kind, positive and helpful way.
- I will respect the terms of the Credit Sale Agreement by:
  - Ensuring payments are upheld as agreed to in the Credit Sale Agreement.
  - If I leave the cluster, ensure the outstanding amount is paid in full in order to keep the device OR ensure any outstanding debt is paid off and the device returned to the school in good working order (incl. bag/sleeve and charger). I understand that I will not be reimbursed for the payments I have made.
- I will respect the terms of the Kawa of Care and ensure my child is encouraged to be a responsible user.
- I will work with my child to keep all equipment safe when it is at home and provide a secure place to store it and charge it.

**School agreement:**

- To offer technical support for students' devices where applicable.
- To ensure the classroom environment adheres to the CyberSmart curriculum.
- To support parents in engaging with student work.

**2. Device to Home****Whanau Engagement : Parent Chromebook Training**

Parents are asked to go over good device practices with their child. The school will offer training that will give helpful and informative teaching to ensure the device is used as agreed to in the Kawa of Care. It also supports parents to increase their own computer skills.

**NB:** Parent Chromebook Training sessions are run through the School.  
Information about these sessions will be communicated from the office.

### **3. Insurance**

The Kootuitui Programme includes insurance provision in the event of unintentional damage or loss of the device. This is part of the package you signed up for when you purchased the device. As long as the children and family have adhered to the User Conditions below, the devices are insured.

**There is a school administration fee of up to \$50 to be paid when an insurance claim is made.**

#### **User Conditions**

All devices must have a safe place for charging and storage.

#### ***When using your device***

1. No food or drink is allowed near your device.
2. If you are charging your device while using it, you must work in a space so that no one will be able to walk or damage your charger while you are using it. Make sure the cables will not create a hazard to the device or other people.
3. If you are working at a table, keep your device away from the edges and other items that could lead to the damage of your device.
4. If you are working on the floor, choose a space where people can see you so they don't trip over and hurt you, themselves or the device.
5. If you leave the classroom or house your device must be locked in the chosen safe place.

#### ***When moving your device***

1. If you are passing your device to anyone or carrying your device in the classroom you must:
  - ensure the lid is closed.
  - carry it with two hands.
  - only carry one device at a time.
2. When devices are being carried anywhere outside:
  - they must be inside their bag, without the charger (the charger is to be left at home).
  - the bag must be carried by its handles OR inside a suitable school bag/backpack.
  - the charger is not to be placed in the bag (the zip will break).
  - it must be protected from rain and wet or damp conditions at all times.

# Kawa of Care

The school, child and parent(s) have recognised the terms in The Kawa of Care and have agreed to partner together to ensure all elements of this document will be upheld during the user's time in the Kootuitui Programme.

Name

School Papakura High School

Signature \_\_\_\_\_  
(On behalf of Papakura High School)

Student \_\_\_\_\_

Signature \_\_\_\_\_  
(Student)

Parent/Caregiver \_\_\_\_\_

Signature \_\_\_\_\_  
(Parent/Caregiver)

Date \_\_\_\_\_

Once signed, a copy of this agreement will be held on file at the school.