



Our School

Whiria te Ako

Weave Together the Strands of Knowledge.

Virginia Nicol Year 0 – 2 Teacher

Murray Bowden Year 3 - 4 Teacher

Olivia Lane Year 5 - 6 Teacher/ Hub leader

Delaney Willetts Learning Assistant

Parent Booklet

www.kawaha-point.school.nz

07 348 5864

Welcome to our School Year

Dear Whanau,

Welcome back to the 2023 school year! We are thrilled to be teaching your child/children this year.

Whiria te Ako is a unique class that offers both traditional year group segregation and daily opportunities for Tuakana and Teina to learn together. We encourage students to interact with and learn from each other in a safe and supportive environment.

We believe that by working together, we can make this a successful and memorable year for your child. Your involvement in your child's education is crucial, and we welcome your questions and inquiries regarding their progress. You can contact us anytime by phone, email, or in person.

If you have any special skills, interests, or cultural knowledge that you would like to share with us, please let us know. We are always looking for new and exciting opportunities to offer our students, and we would be happy to arrange a meeting with you to discuss possibilities.

Please find attached some permission slips that need to be returned to the school office by the specified due dates.

It is a great privilege and responsibility to be your child's teacher this year, and we look forward to a successful and enjoyable partnership with you.

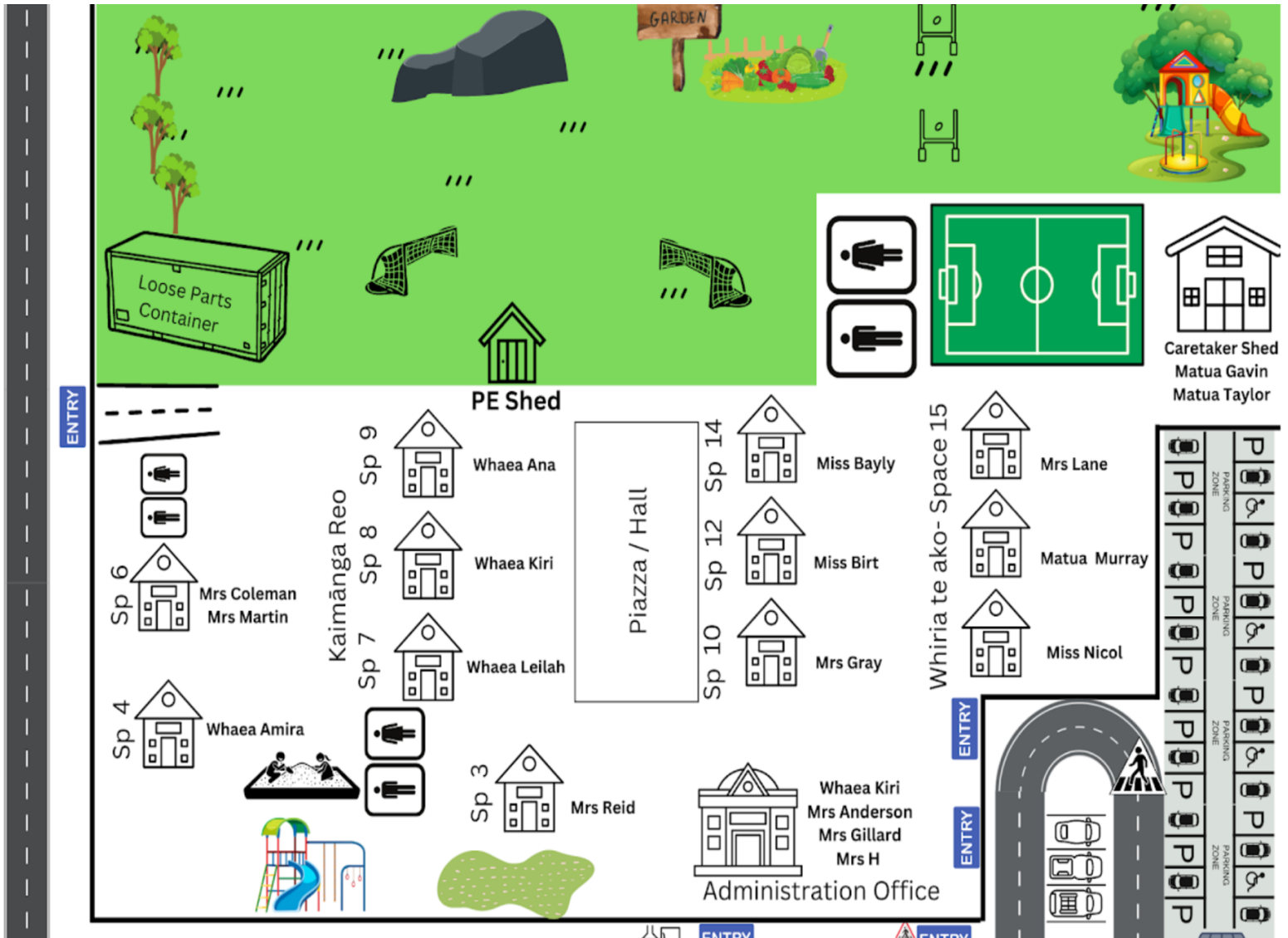
Olivia Lane laneo@kawaha-point.school.nz

Murray Bowden murrayb@kawahapoint.school.nz

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Clayton Lund claytonl@kawahapoint.school.nz

Kawaha Point School Map





Introducing the Whiria te ako Teaching Team

Meet Your TEACHERS



Kia ora whanau!

My name is Virginia Nicol and I am a new member of the Kawaha Point and Whiria te Ako community. I am very excited to be joining you, I will be working on Monday, Tuesday, Thursday and Friday.

My partner and I have been in Rotorua for four years. We have a one year old son and two cheeky dogs. I love travelling and have lived in England, Australia and France. My passion is for literacy and the arts.

I look forward to working together this year to support our tamariki as they learn and grow.

Meet Your TEACHERS



Kia ora, kamusta, hello!

My name is Murray and I'm a new member of the KPS team. I was born and raised in Rotorua, and even went to Kawaha Point during my primary years. I have just recently come back from a seven-year stint teaching English in South Korea and Japan. It's finally good to be back home!

I love learning languages, exploring different cultures and learning more about our history. My hobbies include drawing, reading, watching movies, and playing video games.

I'm looking forward to learning and growing together with you and your tamariki. I will do my best for you and for them so that they can get the education they deserve.

Meet Your TEACHERS



Kia ora whanau,

I'm Olivia Lane and I will be teaching in Whiria te Ako on Monday through to Thursday this year. I have been a KPS staff member since 2016 (with a couple of years off in between for maternity leave). My husband and I moved here from Auckland 7 years ago and love being part of such a caring community. We have 5 year old twin boys and a one year old daughter.

I have a passion for sports, the great outdoors and technology and drama, often using these to enhance learning experiences. I look forward to building a positive relationship with your child and supporting them in their learning journey, as well as meeting you throughout the term.



Our Inquiry Topic

Our inquiry topic for the year is Ngā Taonga: a treasured belonging. Each term we will have a specific focus for our learning.

Term One: Me and My Whanau.

Some areas of focus: Pepeha, family tree, what's behind a name, what makes me special, my family history, cultural celebrations, being a leader, my body/bones.

Term Two: My School and Community.

Some areas of focus: People in our school, people in our community, careers, important Rotorua landmarks, people who make a difference, Matariki, different cultures in our community.

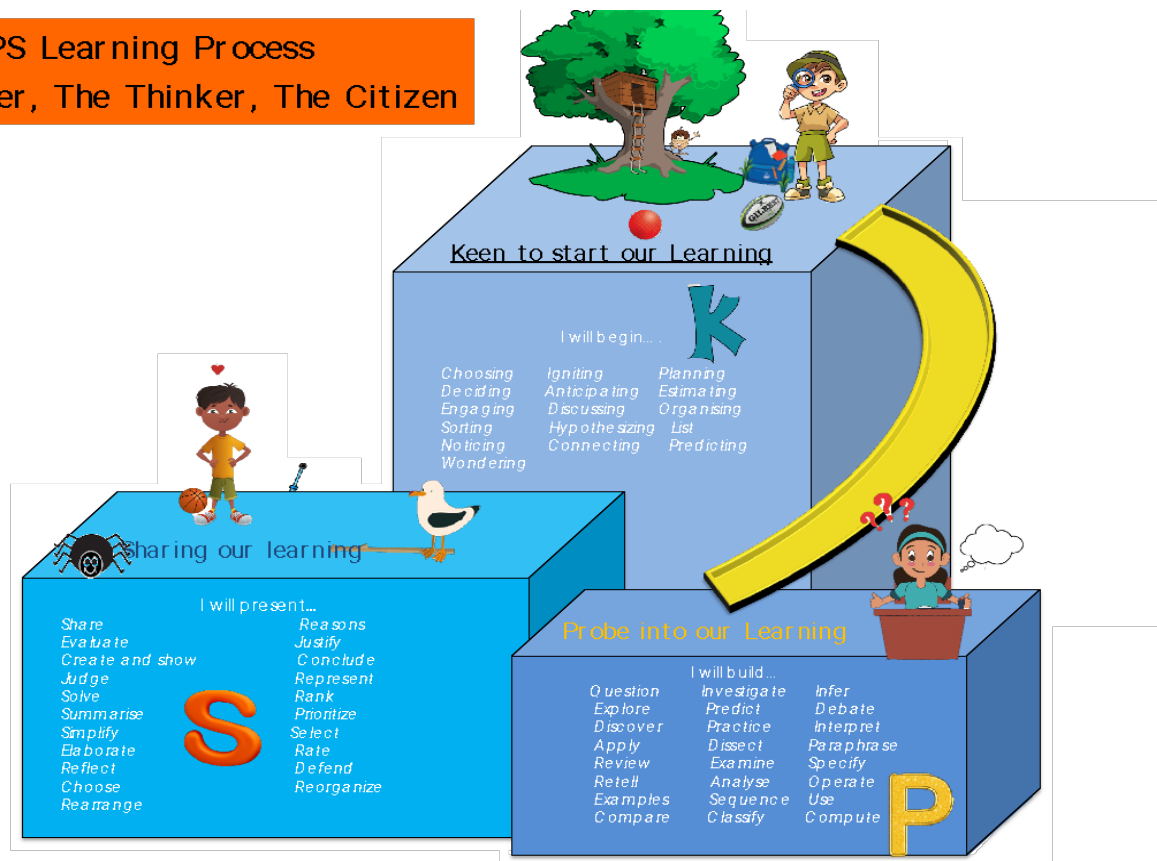
Term Three: My Global Community.

Some areas of focus: Famous world icons, people making a difference in the world, innovation, traditions around the world, 'A Night at the Museum' showcase.

Term Four: WOW Weeks

This includes: Pet day/Spring show, grandparents day, Christmas, market day.

KPS Learning Process
The Explorer, The Thinker, The Citizen





Important dates

Please note: Other important dates may arise over the year and there may be changes where required.

Term One:

Week 2

- Year 6 speeches for leadership positions Thurs 9/2
- School assembly at 12pm Fri 10/2

Week 3

- Special Assembly- leaders announced followed by Morning tea Fri-17/2
- BBQ- sausage sizzle \$2 and Juices- Fri 17/2

Week 4

- BOT hui Tues 21/2 6pm in the staffroom
- School Assembly at 12pm Fri 24/2

Week 5

- Year 6 leadership day at Waimarino Mon 27/2
- School Triathlon 1pm-3pm Wed 1/3
- Whanau Picnic and Tug of War Comp Fri 3/3

Week 6

- Top school competition Thurs 9/3
- Year 3-4 camp overnight in tents Thurs/ Fri 9-10/3
- School assembly 12pm Fri 10/3
- BBQ- sausage sizzle \$2 and Juices- Fri 10/3

Week 7

- Swimming week at Aquatics centre Year 2-4 Monday to Friday 13/3-17/3
- Interschool Duathlon Tues 14/3
- Friday café- parents drop in and chat – Fri 17/3

Week 8

- Monday to Friday swimming continues year 2-4
- BOT hui 21/3 6pm in the staffroom
- Wed 22/3 and Thurs 23/3 Learning conferences- 2.30-7.30pm
- Fri 24/3- School assembly at 12pm

Week 9

- Thurs 30/3- Whanau Afternoon- share the learning and BBQ and Juices 1-4pm

Week 10

- MAD week – house fun activity each day
- Principal dance party and ice cream sundaes for all children over 90% attendance- Tues 4/4
- Formal assembly – Awarding ETC badges followed by morning tea for whanau- Wed 5/4
- Last day of term 1- Wed 5/4 last
- Staff Only day- Thurs 6/4
- EASTER- Fri 7/4



Other dates over the year

Please Note: Other important dates may arise over the year and there may be some changes where required

Term 2 2023

24/4- Staff only day
25/4- ANZAC day
26/4 -School term begins
5/5 -School assembly
5/5 -Rotorua mini marathon
6/5 -Kings coronation
12/5 -Celebrating KPS special ladies- in lieu of mothers day
16/5 -BOT hui 6pm
19/5 -School assembly
5/6 -Kings birthday- no school
8/6 -School cross country
13/6 -BOT hui 6pm
13/6 -CBOP cross country
16/6 -School assembly
19/6 -Golf fun day
20-21/6 -Learning conferences and reports given out
27/6 -Share the learning- whanau afternoon and BBQ
29/6 -Principal dance party – celebrating those with 90% attendance
30/6 -Last day of term/ formal assembly and morning tea.

Term 3 2023

17/7 – Term 3 begins
19/7 – School celebration Matariki
28/7- School assembly
3/8- Amazing race -CBOP
8/8 -BOT hui 6pm
11/8 – School assembly
17/8- Rugby 7s CBOP
18/8 -Friday cafe for parents 2.30-4pm
21st-25/8- BOOK week
24/8- Milo and marshmallows- in the library 5-6pm
25/8- School assembly
25/8- Book Character dress up day
29/8- Fluro golf day
31/8- KPS Tough Kids Challenge
1/9- Celebrating KPS Special Men- in lieu of Fathers day
5/9- BOT hui 6pm
6-7-8/9 – Mi Camp Taupo Year 5s
6/9- Rugby league CBOP
8/9 – School assembly
11/9 -Te Wiki o Te Reo week
12/9 –Winters sport field day
19/9- Share the learning, whanau BBQ 1-4pm
20/9- KPS Speech night competition
21/9- Year 6 vs Staff and parents netball
22/9 -formal assembly and end of term

Term 4 2023

9/10- Term 4 Begins
20/10- School assembly 12pm
23/10 -Labour day/ no school
27/10 -Spring show and pet day/ digital photo comp
31/10- BOT hui 6pm
3/11 -School athletics- all year groups
8/11- CBOP orienteering
10/11- Market day
13/11- Swimming week for year 0/1/5/6
24/11-Grandparents day, concert and afternoon tea
28/11 -Bot Hui 6pm
29-30/11 -Learning conferences and reports
1/12 – School assembly 12pm
8/12 -Christmas in the Park and batons up
4-8/12 -TBC Year 6 camp
12/12 -Year 6 Formal dinner 6-8pm
13/12- School end of year prize giving and sports awards
14/12- Whanau lake day
15/12 – last day of the year!

Target Students

If your child is a target student this year in Reading, Writing and Maths, teachers will be making contact with parents in early term 1 and will also be working hard with your child in this/these areas to ensure that they make accelerated progress this year. Accelerated progress is making 1 and a half year's progress in their target area. Your child will have extra work to complete at home in their target area. Please work with your child to complete the tasks.

Homework

We would like to emphasise the importance of reading at home and encourage your child to read or listen to a book of their choice for 10-20 minutes each day. For the Year 0-4 students, they will bring home one reading book every Wednesday and we ask that it be returned by the following Monday. This will help to build their reading skills and encourage a love for books and learning. For the Year 5-6 students, we will encourage them to take home a school library chapter book. These books will be available for renewal every Thursday, providing a chance for students to continue their reading journey and explore new stories.

Swimming and Other Inter-school Sports

All year 2-4 will be swimming at the Aquatic centre in Term 1. Year 0-1 and year 5-6 are booked to swim in term 4.

A Separate notice will go home with the children.

If an inter-school event is happening, we will also notify you with notices to see if you wish your child to compete. We will pop these through the eTap app/ Facebook page/ seesaw.

Seesaw Learning Journal

All students at Kawaha Point Primary School have a Seesaw Journal. Your child will be using their own Seesaw Journal to show their thinking, explain their work, share their ideas, answer questions and to watch their own progress throughout the year.

In the next few weeks, we will work through setting up your child's seesaw journal with them. Students will post work across all curriculum areas consistently with specific classroom time to do this.

You will be sent an email or letter home inviting you to join your child's Seesaw Journal. Seesaw is a great tool for you to see, hear and collaborate with your child through their learning. Having our whanau involved in their child's learning is appreciated and we look forward to working with you and your child to make 2023 an awesome year.



The Kawaha Way

Our school values are.....

Kia Kaha, Kia Maia and Kia Manawanui



Our school competencies are.....

KPS Explorer/ KPS Thinker/ KPS Citizen

Our Competencies | Pillars

KPS EXPLORER
We believe a Kawaha Explorer is self motivated and able to monitor their own learning, taking risks through investigation and discovery

KPS THINKER
We believe that a Kawaha Thinker is someone who can actively seek knowledge, asks questions and think critically, creatively and in a caring manner

KPS Citizen
We believe a Kawaha Citizen is able to interact effectively with thought and care for themselves, each other, their environment and the wider community both local and global



Some Reminders for the Beginning of the Year.

- All students must wear their sunhats outside in term 1 and in term 4.
- iPads, laptops and chrome books are used at school for learning and all students must follow our Kawaha Point School Digital Device Agreement.
- Cellphones are to be handed into the office **ON ARRIVAL** at school and can be picked up at the end of the day.
- Please ensure all non-uniform items are left at home. A signed note from home must be given if a student is out of school uniform.
- **Our Kawaha Point School Behaviour Management Plan is attached.** Please note that there are some things that are not always on our 'list' and some incidents have to be discussed with our Senior Leadership Team before a consequence is given.
- **The school uses a dojo reward system** along with house points to encourage positive behaviour and learning. Rewards include lunch with the teacher, a family reward and games of choice.
- **House points** are awarded in the playground to encourage positive behaviour- with a house shield to be awarded to the winning house at the end of year prize giving. The winning house each term, with the most points, wins hot chips the following term.

Leadership Roles - Year 6

If your child is in year 6 there is an opportunity to apply for a senior leadership role at KPS at the beginning of the year. This includes school captains, sports captains, house captains, librarians and digital leaders.

Please see your teacher for more information.

The leadership team will be announced in week 3.

The applications are due in week 2 of term one.

The year 6 leaders will be our school ambassadors so attendance and good behaviour is vital.



KPS Behaviour Management Plan

KPS Behaviour Stages					
Kia Kaha - Be strong, Kia Maia- Be Brave- Kia Manawanui- Be of great heart.					
Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6
Verbal reminder	Thinking time	Time out	Hui/Conference	Leadership intervention	Suspension
<p>1. Teacher identifies the inappropriate behaviour- verbal reminder, Tch states expected behaviour.</p> <p>2. If the behaviour continues the teacher will repeat 1. But will inform the child that this is their second reminder and their name will go in the record of incidents.</p>	<p>1. The student is moved to a quiet space within the class to have some thinking time to reflect on their behaviour and to continue working there independently until such time they can return to join the rest of the class.</p> <p>1-1 conversation between Tch and student.</p> <p>2. Name is put in the record of incidents.</p> <p>3. A school/classwide focus on one of the step 1 behaviours can happen.</p> <p>Reflective question - Have you thought about contacting whanau? This could help establish the function behind the behaviours.</p>	<p>1. The student is removed from their classroom as they have not managed to correct their behaviours at step 1 and 2.</p> <p>2. The student works in another class (buddy class) until the next break.</p> <p>3. The student and the Tch who asked them to leave the class meet at the next break to discuss why they were removed, the function of behaviour and to teach or reinforce our expectations (mini chat).</p> <p>4. If the behaviour continues the teacher will escort the child to the CC room and return later to hear the story/consequence.</p> <p>5. Parents/caregivers will be text/messaged by either lead team or teacher about the incident.</p> <p>Please note the step three will be unpacked - and a decision will be made if it is step 3, 4, or 5.</p>	<p>1. Parents are informed and a family conference/hui is held between the Tch, student, and parents if required to discuss the behaviour issues and establish a behaviour plan if necessary.</p> <p>2. If needed a Restorative Circle in class (if class related) and a restorative conference will be held.</p> <p>3. Missing the next school event will be part of the consequence (context) and conditions (parent to assist at event/trip).</p> <p>4. Time out for 1 day, isolated play and lunch. This can be extended to 2 days (stage 4.5). Buddy class and picking up rubbish in breaks.</p> <p>5. Check in and check out for a week at every lunch. With leadership.</p> <p>6. IY plan maybe needed.</p> <p>7. Need to have 5 days of positive behaviour.</p>	<p>1. Immediate 3 day stand down with paperwork or 3 day internal (in context), if at school no play or lunch, isolated play outside the office where they can be seen.</p> <p>2. The principal meets with the parent, child, Tch (and DP) to discuss a behaviour plan if one in place and to teach and/or reinforce expectations.</p> <p>3. If there is no behaviour plan in place, a decision with partnership with whanau, student and school as to whether one is now needed and what supports can be put in place to help the student make good choices and experience success, e.g. LSC.</p> <p>4. If needed a restorative circle can be held with the class. Also, if needed a restorative conference.</p> <p>5. Missing a school event/sport for the coming week will be part of the consequence.</p> <p>6. BOT and staff will be informed about the incident.</p> <p>7. Stand down from a leadership role as deemed appropriate.</p> <p>8. Maht at play and lunch e.g rubbish, sanapit sweeping for lunchtime period for the whole week.</p> <p>9. Check in and check out for the coming week once off 3 day stand down.</p>	<p>1. The principal or DP makes a decision to suspend a child following the MOE guidelines, based on the seriousness of their actions.</p> <p>2. BOT chair to be informed.</p> <p>3. Whanau hui to arrange what happens next.</p>
<p>Staff member deals with the behaviour in context at the time.</p> <p>Minors</p> <p>Disruption, disrespect, late to class, dishonesty, unfinished work, inappropriate language, running away, running inside the class, play fighting, rude or cheeky, being out of bounds, back chat/trailing eyes, name calling, attention seeking, talking over top of others, avoiding work, littering, throwing things over fence/disrespecting neighbours, inappropriate use of sports equipment, e.g. kicking balls in piazza.</p>	<p>Staff member deals with the behaviour in context at the time.</p> <p>Repeated Minors</p> <p>Defiance</p>	<p>Record in Etap</p> <p>*Can be upgraded</p> <p>Repeated continuous Minors...Plus...</p> <p>Deliberately swearing, continuous sabotaging of learning/teaching, leaving school boundaries, misuse /breaking of property, aggressive push/shove/pinch/biting/kick/spitting, violence, threatening or intimidating behaviour. Continuous teasing and name calling, stealing, misuse of ICT, lying (blatant).</p>	<p>Record in Etap</p> <p>*Can be upgraded</p> <p>Aggressive verbal response, throwing objects with the intent to harm, deliberate damage of property including tagging, physical and it's intentional push/punch/shove/kick, yelling abuse at staff, adults or children, prolonged incidents involving name calling and teasing (targeted), racial comments/filming and sharing images, deliberate biting, indecent exposure (sexualised behaviour), inappropriate touching (harassment).</p> <p>(MAJORS)</p>	<p>Record in Etap</p> <p>*Can be upgraded</p> <p>Bringing/using weapons, intentionally and continued physical, emotional, verbal harm, intentional physical abuse with a teacher, child or adult, vandalism, vaping, huffing, smoking, alcohol, inappropriate use of solvents, extortion (intimidation) sexualised behaviour (assault).</p> <p>(MAJORS)</p>	<p>Record in Etap</p> <p>Any step 5 behaviour put into context and its prolonged, continuous and recurring, use of drugs.</p> <p>(MAJORS)</p>



Year 6 Hoodies

We are currently investigating year 6 hoodies especially designed for KPS year 6s. These may be worn at school.

We will keep you posted with more information

Camps and EOTC 2023

Year 3-4 camp	Overnight camp at KPS	Term 1	Tenting
Year 6	Leadership days	Term 1- Waimarino Term 2- TBC Term 3 - TBC	Build leadership skills and teamwork for all year 6s.
Year 0 - 6	One night All year groups from Whiria te Ako	Term 2	Noho Marae stay Confirming the marae at the moment
Year 5	3 day camp Mission Bay Christian Camp, Tāupo	Term 3	Leadership camp
Ski trip	Year 1-6 – optional/ day	Term 3	
Year 6	4 day camp TBC	Term 4	Celebration camp
Year 1-2	Overnight stay- class	Term 4	

Music, Sports and Lunchtime Clubs

This year we are offering lunchtime clubs- we will advertise the club and your child is most welcomed to join. The lunchtime clubs are- coding/ chess/ jump jam/ selective sports. There is no cost to the clubs while on school grounds.

We have a music teacher- Mrs Pooley who works every Friday. The term 1 focus is on starting school choirs with year 1-2/ Year 3-4/ year 5-6 and one specialist year 5-6 group who will need to audition to be part of the choir.

We have Heidi, who is an art specialist working with small groups from every age group. With a year 5-6 extension programme for those who show a flair in art!

And Re
sports |



o **Ordinator** has a sports extension group of year 5-6 who are our top
id specialize in the events coming up. They will also be picked by the staff.

Communication at KPS

The following ways you can keep up with what's on at KPS.

1. **Seesaw posts**- where students can upload their learning and teachers can communicate directly with parents.
2. **Etap app**-this is our school app. More information will be sent in the coming weeks- notices/ absences/ newsletter/ first aid incidents will all be posted via our app.
3. **School Facebook Page**- this has photos/ videos and important notices.
4. **School text**- have we got your cell phone number? This way you can be sent reminders and updates in a short text.
5. **School website**- we have a brand new website – www.kawahapoint.school.nz check it out!
6. **Weekly Digital newsletters**- make sure we have your email address or ask at the office for a paper copy.
7. **Drop ins!** Our beautiful office staff are always happy to help or come and see us in the classroom.
8. **Maria (our principal) and Jenny (our DP)** are on duty in the morning at road patrol or the breakfast club- stop and have a word with them. Or in the afternoon you will find them on road patrol or car park pick up!
9. **Maria's cell is 0272330476** if you need to text or chat to her.
10. **Whanau events- come along and chat** – we are happy to catch up and help or just talk.

Download Our Apps

Seesaw Learning
Families & classroom
OPEN

Access Codes will be sent via hardcopy print out by class teachers

eTAP App
Education
GET

Access Codes will be sent via email for etap App

Download Now

Any first aid incidents- especially head knocks we will ring your cell and let you know. So please make sure we have your updated phone number!

If your child visits the first aid room – we will let you know via the etap app- so make sure you download it! Its free!



Food - Lunches / Breakfast

Our Breakfast club is from 8.30-8.50am every morning in the kitchen.

The children can come and eat here- we offer toast, spreads, milo and weetbix.

Our school lunches are supplied by FAT DOG

They are made to the Ministry of Education Guidelines. (eg salt, fat and sugar content is controlled)

If your child has any allergies, please contact Kiri in the office and she will let the caterers know.

BBQ Fridays are week 3-6-9 we offer a BBQ sausage (\$2)- sometimes hamburgers and juices. Keep an eye out to place an order.

Pre School-Buddies

We have a pre-school buddy programme every TUESDAY

This is for any preschooler wishing to attend our school. This will begin in week 4.

They can come along and join in one of our 5-year-old classes for the afternoon.

Mrs. Hermansson, our DP, will be there to answer any questions at the start followed by a tour from our year 6 school captains, and then each week we will base the children in one of the 3 options we have for 5 year old's until you decide which class you would like your child to start in.

We will then talk about visits- at least 6 before they start school. If a Tuesday isn't an option for visits – that's ok. We will fit in with you, just ask Mrs Hermansson.



All the following pages are permission slips or notices that need to be returned to the school office.

Please detach the notices that need to be returned.

GENERAL PERMISSION SLIP - One per child

If the opportunity arises, I / we, (as parents / caregivers) give permission and support for my child;
 (please insert name of your child)

<ul style="list-style-type: none"> • To be referred to the Health Services for any or all of the following: <ul style="list-style-type: none"> ▪ Speech Language Therapy involvement ▪ Social Workers in Schools (SWiS) involvement ▪ Public Health Nurse / Public Health Team ▪ Hearing and vision assessments ▪ Resource teacher: Learning and Behaviour (RTLb) ▪ Resource teacher: Literacy (RT:Lit) <p>Parents / caregivers will be notified if their child is referred for Health Services.</p>	<p>YES / NO YES / NO YES / NO YES / NO YES / NO YES / NO</p>
<ul style="list-style-type: none"> • To be involved in class trips within the general Rotorua area and during school hours <p>(Separate permission slips will be required for all trips either outside the Rotorua area or outside school hours eg camps)</p>	<p>YES / NO</p>
<ul style="list-style-type: none"> • To attend Pubertal Change Instruction (Year 5 & 6 ONLY- life education) • To attend Keeping Ourselves Safe and other New Zealand Police programmes. 	<p>YES / NO YES / NO</p>
<ul style="list-style-type: none"> • I / We understand that I / we may be responsible for any medical costs in relation to my child(ren), should the need arise, while on school excursions. 	<p>YES / NO</p>
<ul style="list-style-type: none"> • I / We fully support the Classroom / School KAWAHA POINT WAY Plan. 	<p>YES / NO</p>
<ul style="list-style-type: none"> • I / We give permission for our child(ren), if selected, to represent the school in sporting and/or academic events in which the school is competing. <p><i>These events may be held outside the Rotorua area and outside school hours - e.g. inter-school cross-country, Netball tournaments, school quiz, choir, productions, etc.</i></p>	<p>YES / NO</p>
<ul style="list-style-type: none"> • I / We understand that if it is noticed that our child has Head Lice we will be informed and will collect our child from school. We agree to keep them at home until they have been treated. 	<p>YES / NO</p>
<ul style="list-style-type: none"> • I / We agree to the publication of my / our child's photograph in the; <ul style="list-style-type: none"> ○ school newsletter ○ local paper (with regard to the school) ○ classroom seesaw ○ Kawaha Point School Facebook page • I / We also agree to the videoing of my / our child for evidence of student learning, staff appraisal or as part of school activities or events. 	<p>YES / NO YES / NO YES / NO YES / NO YES / NO</p>

<ul style="list-style-type: none"> • I would like to be a Guardian of the School (parent helper). I am prepared to be police vetted. <i>(If you would like to be considered as a parent helper for overnight camps, please fill out vetting forms at the office as soon as possible as it can take time to be processed. The school will cover this cost).</i> 	YES / NO
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HEALTH INFORMATION	
Please note any health problem(s) and the appropriate medication, which may affect your child.	
Condition	Medication
Food Allergies-	
Contact Details of Parent/Caregiver:	
Name(s)	
Home Phone Cell Phone	
Work Phone Email (send notices to)	
Emergency Contact (not the same as above)	
Name	
Phone Number	

ACKNOWLEDGEMENT OF PERMISSION SLIP

Unless otherwise notified, this Permission Slip will remain current until Term 2 of the 2024 school year.

To ensure your child’s involvement, please sign below and return to school. (A copy will be returned to you).

Parent / Caregiver Date

VOLUNTEERS – WE NEED YOU!

Our school docs policy says we need to police vet anyone wanting to stay overnight with our children.

If you are keen to help out at camp or our Marae noho and stay overnight we need you to organise a police vet through the school. Do this NOW so we are organised for you to stay with us.

Please come to the office with 2 forms of ID- one must be photo eg license or pass port/ then a card with your name on it eg a debit car- that Our office staff just look at-/ sight.

-Deb and Kiri will help fill in the paperwork and send it off.

If you are worried you have a police record- the school just needs to be satisfied that you do not pose a risk to student safety, and we may seek further information as needed.

Please DETACH and RETURN to the school office

Kawaha Point School Digital Device Responsible Use Agreement One form to be completed PER STUDENT

STUDENT USER AGREEMENT - Years 0 - 6

KAWAHA POINT SCHOOL STUDENT USER AGREEMENT OVERVIEW

Digital technologies are tools that can help us learn at school in all sorts of ways. Some of these ways include looking at interesting things online, talking to people, creating music and media, gathering new ideas, and learning how to use tools.

When we use digital technologies and online spaces it's important that we learn ways to keep ourselves safe, and that we make positive choices in ways we behave when we are online. At Kawaha Point School we call this being a 'digital citizen' and good digital citizens help to make our school a safe and positive place for everyone.

This agreement shares what Kawaha Point School does to help make learning online safe, and what we need to do. We know it is not always easy to understand everything about online spaces. It can be complicated at times, and some things can go wrong. This is why it's important that we commit to making it as safe as possible to use digital tools and online spaces for learning.

KAWAHA POINT SCHOOL ROLE

Kawaha Point School supports you by helping you learn in the best ways we can.

We will do this by:

- * offering access to the internet and online platforms
- * using filtering software to protect everybody
- * helping students who need support to deal with online problems that happen during school hours
- *protecting your rights to a safe and positive online environment
- *providing opportunities to use digital technologies in the learning at school

YOUR RESPONSIBILITIES

As a student of Kawaha Point School and also part of our community, we ask you to help make our school a place that is safe, friendly, and fair. This means taking our school values and acting on them whether you're online, or offline, and help to make our school a positive place to learn, connect and play. This is being a 'digital citizen'.

As a digital citizen, you will:

***Keep it kind.** Think about others online and talk or share in respectful ways.

***Keep it to yourself.** Keep passwords and information about yourself and other people private and offline as it can be easily shared, viewed, screenshot, or changed by others to mean different things. Nothing is private online.

***Keep it careful.** Because things you do or say online can be seen by others, be careful to share the things you can feel proud of, or would be happy sharing with someone face to face.

***Keep it positive.** Always respect others online and communicate in a positive, respectful way.

***Post with caution.** Anything you post or do online can influence what people think of you. Put your best foot forward online.

***Don't believe everything you see.** Always think carefully about the information you see online – not everything is true. If you are unsure of something, talk to a teacher.

***Avoid online bullying.** 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.

***Be security smart.** 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.** Always ask first if you need to use someone else's device, online sites, and their image, ideas, creations or work that's stored online.

***Recognise other's work.** 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. Your teacher will help you to use things you find online in the right ways.

***Use personal devices sensibly.** Keep your device(s) on silent during school hours and only use it outside of class time unless you have been given permission to use it during lessons.

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

ONLINE INCIDENTS

Despite the good things technology offers and people's best intentions, sometimes things will go wrong. Sometimes these things are on purpose, and sometimes they are accidents. Kawaha Point School will support you if something goes wrong online.

Online bullying. Online bullying is not accepted at our school. If you or somebody else is being bullied or criticised online, report it. Keep the content so we can investigate it. Stop any further contact with the person who is bullying. You should contact a teacher for help immediately. It's important to think about sharing what's happened with a trusted adult like a parent, a member of your whānau, or someone else who looks after you.

Report a problem. We need your help to keep our school safe. If you see something on the school systems that you don't think should be there, we need you to report it as soon as you can to a teacher. This is really helpful and important, so that the school can find out what the problem is and fix it as soon as possible, and help those who might need it.

Online safety support. Netsafe is our New Zealand online safety organisation that is able to help when things go wrong online, when we have problems with content or negative things that others are doing online. They provide free, private advice for you and your family seven days a week for all online safety challenges. They can be contacted on 0508 638723 or online at [netsafe.org.nz](https://www.netsafe.org.nz)

STUDENT STATEMENT

I know about the ways I should use digital devices and online spaces at school for learning. I know that I should be kind, careful and responsible when I use devices, and when I go online, and this is the same for the devices that school owns, or if it is my own device that I bring to school.

I know that if I behave in ways that are not safe online, or kind or responsible, that this is not okay at Kawaha Point School. There may be some actions that my school might have to take, such as not being able to use the school device or a device I have brought from home. I know and understand that if I bring a cell phone into school that it is my responsibility to hand this into the Office upon arrival at school. I also know and understand that I am not permitted to use a cell phone during school hours.

I understand that only the internet gateway provided by Kawaha Point School may be accessed while at school. Personal internet connected devices including cell phones, cell network adapters, t-stick, vodem stick, are not permitted to be used to access outside internet sources at any time at school.

I understand and agree to use digital technology and the internet at school safely and for learning, whether it is on a school device or one I have brought from home.

Signed (Student) _____ Name _____ Date _

Please DETACH and RETURN to the school office

Kawaha Point School Digital Device Responsible Use Agreement

PARENT/ WHĀNAU/ GUARDIAN DECLARATION

I understand that our school is supporting students as they learn the skills required to become successful digital citizens. Our school defines a digital citizen as someone who;

- will follow the Kawaha Point School values of Kia Kaha, Kia Maia, Kia Manawanui along with our competencies of being a great Explorer, Thinker and Citizen when working with digital devices
- is a confident and capable user of digital devices
- uses digital devices to participate in educational, cultural, and economic activities
- uses and develops critical thinking skills in cyberspace
- is aware of digital device challenges and can manage them effectively
- uses digital devices to relate to others in positive, meaningful ways
- demonstrates honesty and integrity in their use of digital devices
- respects the concepts of privacy and freedom of speech in a digital world
- requests permission from others (staff or students) before taking their photograph or using a photograph of them
- contributes and actively promotes the values of digital citizenship

I understand that the school provides access to the internet and other communications technologies because it believes that they enhance the teaching and learning process.

I understand that the school encourages responsible behaviour by students when using digital devices to help protect themselves and each other from experiencing harm online. I am aware that this "Agreement" is part of that, and that it encourages students to consider how their actions can affect themselves and those around them.

I have read this Agreement and have talked with my child/ren about what it means to them. I am happy that my child understands what this means, and that they are capable of working within the guidelines. I am aware that if my child does not act responsibly or in a positive manner, or that their behaviour may lead to themselves and/or other people being harmed, then Kawaha Point School may stop them from using the internet or other technology at school.

I understand that it is the parents' responsibility to monitor their child's use of digital devices out of school hours. This is not Kawaha Point School's responsibility.

I am aware that students can experience challenges when using digital devices, but that the school makes every effort to support students to manage those challenges effectively. I understand that by learning to deal with them in a safe environment, with the appropriate support, they will be better prepared to deal with those challenges in the future.

If I have questions or concerns about the way in which digital devices are being used by my child at school, I know the school is happy to discuss this with me, and I am aware that I am welcome to do this at any time.

I am aware that my child does not require a cellphone at school as part of their digital learning. I am aware that it is my child's responsibility to hand a cellphone they may have at school into the Office upon arrival at school. I am also aware that my child is not permitted to use a cell phone during school hours. I am happy for my child to be on a school register for bringing a cellphone to school.

I understand that this register will be checked each day and if the cell phone has not been handed in I give my permission for a member of the school's senior leadership team to ask for the phone and if necessary to search my child's clothing and/or their possessions if the school believes there is an immediate threat to the physical or emotional safety of a person.

I am aware that only the internet gateway provided by Kawaha Point School may be accessed by my chil/dren while at school. Personal internet connected devices including cell phones, cell network adapters, t-stick, vodem stick, are not permitted to be used to access outside internet sources at any time at school.

I know that if my child makes choices or behaves in ways that don't align with this Agreement there may be consequences or outcomes that the school will talk about with me.

Signed (Guardian)_____ Name _____ Date _____

Please Return all permission slips back to the office. Thank you!