

# Tauranga Girls' College

# **Digital Communications Guidelines**

The school values of Maanakitanga (Respect), Mahi tahi (Participation) and Mana motuhake (Pride) must be followed at all times. This is especially important when we interact digitally.

#### Our expectations of students

Digital communication ...

- With staff is always about learning and/or the seeking of pastoral support.
- Should always be via school email and/or the Google platform.
- Will always be respectful.
- Will adhere to the digital citizen guidelines in 'Digital Citizenship The TGC Way'.
- Will be guided by the <u>Harmful Digital Communications Act 2015</u>

## Our expectations of parents

Digital communication ...

- Will always use school email addresses and/or the Google platform.
- Will role model the digital citizen guidelines in 'Digital Citizenship The TGC Way'.
- Will be guided by the <u>Harmful Digital Communications Act 2015</u>

### Our expectations of staff

Digital communication ...

- Will communicate with students and whānau via school email addresses, KAMAR and the Google platform.
- Will respond to communication from students and whānau in a timely manner.
- Will respond to the need for additional pastoral support by referring using the usual channels.
- Will be guided by the <u>Harmful Digital Communications Act 2015</u> and the Teacher Code of Professional Responsibility.

