

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 Harmful Digital Communications Act 2015

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 Harmful Digital Communications Act 2015

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 Harmful Digital Communications Act 2015 and the Teacher Code of Professional Responsibility.



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Digital Citizenship - "The TGC Way"

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.

Respect yourself

- I will show respect for myself through my actions.
- I will select online names that are appropriate.
- I will consider the information and images that I post online.
- I will consider what personal information about my life, experiences, experimentation or relationships I post.
- I will not be obscene.

Protect yourself

- I will ensure that the information, images and materials I post online will not put me at risk.
- I will not publish my personal or contact details .
- I will report any attacks or inappropriate behavior directed at me and I will seek support from appropriate people.
- I will protect passwords, accounts and resources.

Respect others

- I will show respect to others.
- I will not use electronic mediums to bully, harass or stalk other people.
- I will not visit sites that are degrading, pornographic, racist or inappropriate.
- I will not abuse my rights of access and I will not enter other people's private spaces.
- I will abide by the Harmful Digital Communications Act 2015.

Protect others

- I will protect others by reporting abuse, not forwarding inappropriate materials or communications.
- I will moderate unacceptable materials and conversations, reporting conversations that are inappropriate or unacceptable.

Respect and protect intellectual property

- I will suitably cite any and all use of websites, books, media etc.
- I will use and abide by the copyright rules.
- I will act with integrity.

Parent agreement -

- I will interact with my daughter's learning in a kind, positive and helpful way.
- I will respect the terms of this document and ensure my daughter is encouraged to be a responsible user.

School agreement -

- To ensure the classroom environment adheres to keeping students safe online.
- To support parents in engaging with student work.



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Guidelines for remote learning

During the Covid-19 Lockdown

For students

- Take your cues from your teacher; each will have different plans for working with you online.
- Engaging in online 'Meets' and online lessons:
 - Find a quiet place to join the 'Meet'. You may need to mute yourself if the whole class is online.
 - Ensure you are dressed in appropriate clothing fit to be seen by others.
 - Check what can be seen behind you by others before joining a 'Meet'. Is it appropriate for your peers and teacher to see?

For whānau

- Support your daughter by helping her establish routine in her new learning timetable.
 - Allocate time for school work as well as time to relax outside of commitments at home.
- We suggest that (where possible) you:
 - Allocate a quiet space to work, free from distraction. It may be helpful to remove phones during learning time.

You may have more than one student learning from home during this time. It may be helpful to have all students learning at the same time or not. Some may require devices while others will not. Consider this when you are working as a whānau to establish routines.

Checking in with her peers is important during this time also. Remaining connected will help everyone's well being.

Online bullying/concerns: Where to find help

- Connect with your teacher/dean or a trusted adult if things happen online that make you feel uncomfortable
- Netsafe is here to help too:
 - Email help@netsafe.org.nz
 - Call toll free on 0508 NETSAFE (0508 638 723)
 - Text 'Netsafe' to 4282

Additional resources you may be of help

- [THE BEST ONLINE SAFETY TIPS FOR LOCKDOWN FROM NETSAFE](#)
- [NETSAFE'S ONLINE SAFETY PARENT TOOLKIT](#)
- [NETSAFE'S ONLINE PARENTING HUB](#)

