

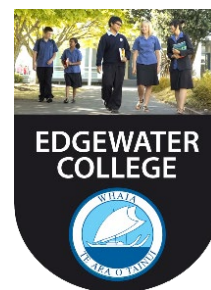


Edgewater  
College

AGREEMENTS between the  
SCHOOL, PARENTS and STUDENTS

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# EDGEWATER COLLEGE EXPECTATIONS



## AT EDGEWATER COLLEGE WE SHOW MANAAKITANGA | CARE, MĀIA | COURAGE AND MANAWA REKA | CURIOSITY BY...

- **Showing “EC Cares” about ourselves, others, learning and the environment**
  - ✓ *Be kind in and out of the classroom, and online*
  - ✓ *Be a tidy kiwi!*
- **Being respectful and courteous**
  - ✓ *Be polite and helpful*
  - ✓ *Follow instructions*
  - ✓ *Use appropriate language*
  - ✓ *Encourage others*
- **Learning hard and doing our best**
  - ✓ *Class time is learning time*
  - ✓ *Your behaviour must allow teachers to teach, and students to learn*
  - ✓ *If you don’t know – find out!*
- **Being organised, on time and ready to learn**
  - ✓ *Right time, right place, right equipment, right attitude.*
- **Representing EC with pride**
  - ✓ *Correct uniform or pass. No exceptions.*
- **Using technology for learning**
  - ✓ *Collect device for use each morning and hand in each afternoon.*
  - ✓ *Show appropriate care for your allocated device at all times.*
  - ✓ *No phone use in lessons – they must be ‘off and away’*
- **Giving it a go!**
  - ✓ *Get involved in learning in and out of the classroom*

## Edgewater College

### Uniform Expectations

The Edgewater College Board of Trustees has endorsed our school uniform as gender neutral which means all items of the uniform can be worn by either gender. All Edgewater College students must wear their uniform correctly at all times, including on the way to and from school.



Uniform items are labelled with the College logo and can only be purchased from Edgewater College uniform shop. Footwear can be purchased from any shoe store. No other items are allowed.

#### Year 9 to Year 11

- School Light blue shirt or blouse (long or short sleeved)
- School Skirt (knee or long length)
- School Shorts or Trousers
- All students must have at least one warm outer garment: Blazer, Jersey, Hooded sweatshirt or Jacket (with Edgewater College logo)
- Navy or White socks or Black tights (no knee-highs)
- Black belt if worn
- School scarf and / or bucket hat (optional)
- PE shirt and PE shorts are required for all students in Year 9 & Year 10 and those students in Physical Education in Year 11.



#### Year 12 and Year 13

##### Year 12 and Year 13

1. School Dark blue shirt or blouse (long or short sleeved)
2. School Skirt (knee or long length)
3. School Shorts or Trousers
4. Blazer, Jersey, Hooded sweatshirt or Jacket (with Edgewater College logo)
5. Navy or White socks or Black tights (no knee-highs)
6. Black belt if worn
7. School scarf and / or bucket hat (optional)



- **Footwear:** Sandals must be flat, with a strap around the heel, and must be plain black or brown **OR** plain, black leather / leather look / sports / canvas lace-up shoes are permitted  
**Shoes with a white sole or branding are not permitted.**
- **Hair:** Must be clean, tidy and of a natural colour. Facial hair must be neatly trimmed and tidy and not pose a Health and Safety risk in practical subjects.
- **Jewellery:** The only jewellery permitted is one small stud in each ear and a watch.

Exemptions: Requests for exemptions should be sent to the SLT/Deans in charge of the year level.

- It is recommended that students purchase a minimum of 2 blouses/shirts and 2 items from the range of skirts/shorts/trousers.
- A plain-shirt may be worn as an under-garment but must not be visible at the arms, neck or waist.
- Uniform items must be clean and in good repair. Care instructions can be found inside each garment either with the main label or on a side seam. Please follow these when washing the uniform.



**ALL ITEMS OF UNIFORM MUST BE CLEARLY MARKED WITH THE OWNER'S SURNAME.**

# RESPONSIBILITIES OF ALL MEMBERS OF THE EDGEWATER COLLEGE COMMUNITY

## Responsibilities of Edgewater College

1. To model and support our school values of Māia | Courage, Manaakitanga | Care and Manawa Reka | Curiosity at all times.
2. To support all students to reach their full academic potential at Edgewater College.
3. To support all students to feel included and valued as members of the Edgewater College community.
4. To provide a rich and diverse student experience at Edgewater College.
5. To ensure the Edgewater College Expectations of behaviour and learning are upheld at all times.
6. To encourage open communication with parents / caregivers as a basis for close co-operation between home and school.

## Responsibilities of Parents/Caregivers

1. To support our school values of Māia | Courage, Manaakitanga | Care and Manawa Reka | Curiosity.
2. To make sure your child attends school regularly, on time, and ready to learn.
3. To provide a full uniform (including at least one warm item: Blazer / Jersey / Hooded sweatshirt or Jacket) and to ensure it is worn correctly.
4. To take an active and supportive interest in your child's learning and progress.
5. To support the school in upholding the Edgewater College Expectations of behaviour and learning.
6. To communicate with the school in a way that supports your child's learning and close co-operation between home and school

## Responsibilities of Students

1. To demonstrate our school values of Māia | Courage, Manaakitanga | Care and Manawa Reka | Curiosity at all times.
2. To attend school and lessons on time, ready to learn and take part to the best of your ability.
3. To act in a way that makes all students feel included and valued as part of the Edgewater College community, both at school and online.
4. To take an active part in school life both in and out of the classroom.
5. To demonstrate the Edgewater College Expectations of behaviour and learning at all times.
6. To actively participate in three-way conversations between the school, home and yourself to support ongoing learning and achievement.

# CYBER SAFETY AND COMPUTER USE

Edgewater College maintains an up-to-date computer network and we have a 1-1 device policy to ensure all students have access to a device for use throughout the school day. Devices are used to enhance teaching and learning and support the effective operation of our school. If you are in a position to supply your child with a device then this is strongly recommended to support their learning both at school and at home. Please note that if you are not able to do so then a school device will be provided for use during the school day.

Our school also has rigorous cyber-safety practices in place with the overall goal of creating and maintaining a cyber-safety culture that is in keeping with the values of our school and legislative and professional obligations. In order to permit students to use this facility we require them to agree to and comply with our procedures and policies.

Students and Parents are required to read this agreement and sign Section 8: Agreements section of the Enrolment form before a student will be able to use school ICT equipment/devices.

## **In particular our expectations are that all students will:**

1. Only login using their school username.
2. Not allow anyone else to use their username.
3. Not share their password with any other person/s.
4. While at school or on a school-related activity, the student will not have any involvement with any ICT material or activity that might put them or anyone else at risk. This refers to activities such as: bullying, trying to access objectionable or inappropriate material, etc.
5. The student understands that they must not use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke. This applies
  - a. at all times;
  - b. at school and at events under school jurisdiction;
  - c. to actions involving members of the school student body, staff and
  - d. especially to the use of social media.
6. When using a device provided by the school, the student understands and agrees to:
  - a. Only use the device assigned to them by their Mentor teacher.
  - b. To collect their device from their Mentor teacher each morning and return it each afternoon during Mentor time.
  - c. To care for this device during the day, ensuring it is kept safe, transported properly in a school bag and charged regularly.
  - d. That the device is the property of Edgewater College
  - e. That it must remain on-site at all times unless written permission is granted by a member of senior management.
7. The student understands that the rules in this agreement also apply to student use of mobile phones.
8. The student understands their mobile phone must be turned off and out of sight during class unless permission is otherwise granted by the classroom teacher.
9. The student understands that they can only use the Internet at school for educational purposes.
10. While at school, the student will not:
  - a. access, or attempt to access, inappropriate, age-restricted, or objectionable material;
  - b. download, save or distribute such material by copying, storing, printing or showing it to other people;
  - c. attempt to get around or bypass security, monitoring and filtering that are in place at school.

11. If the student accidentally accesses inappropriate material, he/she will:
  - a. not show others;
  - b. turn off the screen or minimise the window and
  - c. report the incident to a teacher immediately.
12. The student must not violate copyright or other intellectual property rights. This includes downloading any files such as music, videos, or programmes that do not comply with the Copyright Act 1994 and later amendments.
13. The student understands that the use of peer-to-peer file-sharing sites is prohibited by law and that anyone who infringes copyright may be personally liable under copyright law.
14. The student understands that these rules apply to their own BYOD device (such as a laptop, tablet, mobile phone, USB drive, etc.) brought to school or to a school-related activity.
  - a. Any images or material on such equipment/devices must be appropriate to the school environment.
15. The student will not attempt to run any personal software on computers on the school network. This includes all wireless technologies.
16. The student will ask a teacher's permission before giving out any personal information (including photos or videos) online about them or any other person.
  - a. If a post contains the personal information or the image of another person, the student must have the permission of that person before making the post.
  - b. Personal information such as the student's name, address, e-mail address, phone number must not be posted online.
17. The student will respect all ICT systems in the school and treat all ICT equipment/devices with care. This includes refraining from:
  - a. intentionally disrupting the smooth running of any school ICT systems;
  - b. hacking or attempting to hack or gain unauthorised access to any system;
  - c. joining other students in choosing to be irresponsible with ICT equipment or systems;
  - d. concealing any breakages/damage from a staff member.
18. The student understands that the school:
  - a. May monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including e-mail.
  - b. May audit its computer network, internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content and all aspects of their use, including e-mail.
19. The student understands that if they break these rules,
  - a. They will be subject to disciplinary processes should any of these monitoring procedures show that they have contravened this rule.
  - a. the school may inform their parent(s);
  - b. charge them the costs of repair, and
  - c. if illegal material or activities are involved, may inform the police.

Failure to abide by the policy may result in the student being denied access to computers and/or relevant information being passed on to the appropriate authorities.

All subsequent changes to our Cybersafety and computer use policy / procedures will be published on our school website.

# RESPONSIBILITIES REGARDING CYBER SAFETY AND COMPUTER USE

## Responsibilities of Edgewater College

1. At all times we will do our best to keep the school cyber-safe, by maintaining an effective digital citizenship programme. This includes working to restrict access to inappropriate, harmful or illegal material on the internet at school and enforcing the cyber-safety rules and requirements detailed in this agreement.
2. Encourage students to become good digital citizens who are technically capable, digitally literate and socially responsible.
3. Respond appropriately to any breaches of this agreement.
4. Provide members of the school community with cyber-safety and digital citizenship information designed to complement and support this agreement.
5. Welcome enquiries from students or parents about cyber-safety and digital citizenship issues.
6. Email to all students and parents any changes to this agreement should it become necessary to add/amend any information or rule. The new agreement will be posted on the School's website.

## Responsibilities of Parents/Caregivers

1. Reading this cyber-safety agreement carefully and discussing it with my child so we both have a clear understanding of our role in the school's duty to maintain a safe cyber environment.
2. Ensuring this use agreement is signed by my child and by me.
3. Encouraging my child to follow the cyber-safety rules and instructions at all times.
4. Contacting the school if any aspect of this agreement requires discussion.
5. Noting that this agreement including any subsequent amendments or revisions which are made public on the school website, remain in force as long as my child is enrolled at this school.

## Responsibilities of Students

1. Reading this cyber-safety agreement carefully and discussing it with my parent / caregiver.
2. Following the cyber-safety rules and instructions whenever the school's ICT or student BYOD is used and endeavouring to be a good digital citizen.
3. Avoiding any involvement with material or activities that could put at risk the safety, or the privacy, safety or security of the school or other members of the school community.
4. Understanding that the rules apply out-of-school hours as well as during school hours.
5. Taking proper care of school ICT, reporting loss, theft or damage of ICT equipment/devices, and paying for the cost of repairs or replacement.

# **PUBLICATION OF STUDENT WORK AND PHOTOGRAPHIC IMAGES**

It is the School's policy to publicly display student work in a range of forums (including newsletters, prospectus, yearbook, website etc.,) and to use student images (video or still, individual or group) in the same school publications. The Privacy Act requires that we have the permission of students and their parents to do so.

Checking the 'yes' box indicates the parent / caregiver has explained this requirement to the student and that the parent / caregiver gives permission for the school to display the student's work and / or image in school publications including those listed above.

## **STATEMENT FROM THE BOARD OF TRUSTEES CONCERNING CIGARETTES, VAPING, ALCOHOL OR ILLEGAL DRUGS**

The Edgewater College Board of Trustees wishes to inform parents and guardians that a very strong stand is taken if any student is found to be using or in possession of cigarettes, vaping equipment, alcohol or illegal drugs.

In the case of cigarette smoking and or vaping, the matter is dealt with internally in the first instance.

In the case of possession or consumption of alcohol or illegal drugs the student risks suspension. This type of conduct could constitute gross misconduct and is a dangerous example to other students. Procedures include a compulsory meeting with parents/guardians, the Principal and the Board of Trustees.

Edgewater College applies a Drugs Protocol that all schools in Eastern Auckland have agreed to use. Under this Protocol the Police are to be informed of any incident involving illegal drugs.

The above applies to all school functions, including:

- Overseas trips
- Overnight trips
- Camps
- Day trips

Failure to sign the agreement on the Student Enrolment form prevents the student from participating in any trips and camps.

The Board of Trustees regards this matter to be of great importance to safeguard and protect the health and safety of all students and asks for full parent/guardian support to ensure that cigarettes, vaping equipment, alcohol and illegal drugs are kept out of the school.

Edgewater College Board of Trustees  
**July 2019**