Zayed College for Girls
Student User Agreements for:

- **Digital Technology & Communication (Cyber Safety)**
- **Behaviour Management Guidelines**
- **Education Outside the Classroom**

- The following documents are for you to keep for your reference.
- Please read through the documents thoroughly then sign the relevant declaration section on the Enrolment Form
- Zayed College for Girls expects all students to uphold Islamic values, including KARE values, when accessing digital devices in and out of school. This includes all social media platforms.

I. DIGITAL TECHNOLOGY & COMMUNICATION (CYBER SAFETY)

ZAYED COLLEGE USER AGREEMENT OVERVIEW

Digital technology continues to create opportunities to learn and connect our school community. Zayed College believes in using a digital citizenship model to support safe, responsible and ethical use of digital technology and online spaces as it helps our online environment to be a positive place for everyone.

This agreement outlines Zayed College's role in promoting the use of digital technology and online spaces for learning, and supporting online safety approaches. It also outlines expectations and responsibilities of students as a member of our online community. It will also be used to support discipline processes when necessary

ZAYED COLLEGE ROLE

Zayed College recognises a student's right to receive a high-quality education in a safe online and offline environment.

We will do this by:

- providing information and support to ensure you are aware of, and able to meet, your responsibilities
- teaching a curriculum that promotes positive online safety behaviours
- overseeing students' use of the school's digital devices and platforms
- offering access to the internet and online services that is not unreasonably restricted
- using filtering software to minimise access to inappropriate online content
- allowing the use of technology for personal reasons during break times as long as it does not negatively impact on self and others
- supporting students who need help dealing with online incidents

- taking action when a negative online experience occurs between students even if it takes place outside of school hours
- securing the personal information the school collects about you protecting your freedom of expression under New Zealand's Bill of Rights
- having a plan in place to support students when something serious or illegal happens. This might include getting in touch with the Police or Netsafe.

PARENT ROLE

As a student of Zayed College and a member of our community, it is expected that you will positively contribute towards making our school a place that is safe, respectful, and fair online and offline. This means enacting our school values in online spaces, and helping to shape a positive online culture. This is being a 'digital citizen'. As a digital citizen, you will:

- Keep it positive. Always respect others online and communicate in a constructive way. Do not create or publish content that is indecent, threatening or offensive. Your device is a tool for your education and you are expected to only access it for school work.
- Protect privacy. Do not disclose sensitive personal information about yourself or another person in any digital communication. This includes sharing passwords, accessing devices or online sites belonging to others without consent and taking screenshots and sharing this content without consent. Do not share your passwords or devices with classmates and others.
- Act cautiously. Anything you post or do online can influence what people think of you. Likewise, always think carefully about whether the information you see online is true. If you are unsure of something, talk to a teacher.
- Avoid online bullying. Creating or forwarding content that is harmful, inappropriate or hurtful is never okay at any time, and may breach legislation (The Harmful Digital Communications Act). If you are harassing people by sending multiple messages this is also considered online bullying and is unacceptable.
- Be security smart. Keep personal information safe and secure by using strong passwords and not sharing them with others. This includes not accessing devices or online sites belonging to others without consent, nor taking screenshots and on-sharing their personal content without their knowledge and permission.
- Check consent. Before downloading software to the school network or onto devices, seek permission. Interfering with the school systems, digital technologies, equipment/network or the online security of another person is never okay at any time.
- Recognise others' work. Follow copyright and intellectual property requirements by attributing references, images, text, audio and video appropriately.
- Respect the rights of others. No recording or sharing of videos, photos or audio content unless approved by your teacher for education purposes. You will respect the school's special character while doing that.
- Use personal devices sensibly. Keep your device(s) on silent during school hours and only use it during class time via school Internet connection.Personal data and VPN are not to be used.

- Seek help. Sometimes you or someone you know will feel unsafe or come across inappropriate or hurtful online content and behaviours. If this happens, talk to a trusted adult about what can be done, or contact Netsafe directly.
- Respect property. Treat all technology equipment with care.
- Respect the Environment: Only print what is needed (school work only)

ONLINE INCIDENTS
Despite the advantages technology offers and people's best intentions, sometimes there will be challenges and risks within an online community – either accidentally or on purpose.Zayed College is committed to supporting you if something goes wrong online.

Online bullying. Incidents of online bullying or harm will not be tolerated at our school. If you or somebody else is being bullied or harmed online, it's never okay at any time. This type of harm doesn't usually just go away. It's important to keep the evidence of what is happening to you or someone so this can be investigated. Don't put yourself at further risk by continuing any contact with the person or people who are bullying online, or creating harmful or hurtful content . It's very important to let the school Dean know what's happening so you can get the right help and support you need. You should also consider talking to a trusted adult like your parent, your whānau or guardian for support. You can reach the Dean personally during school hours or you can email her on zayedonlinesafety@zayedcollege.school.nz

Report a problem. You should report an online incident or if you suspect something is happening online as soon as you can to the Dean. Once the school is made aware of a problem, they will assess the problem and work to resolve it.

Online safety support. Netsafe is an online safety organisation that is also available to help. They provide free confidential advice seven days a week for all online safety challenges. They can be contacted on 0508 638723 or online at netsafe.org.nz.

COMMUNICATION
Students wishing to speak to Parents or Guardians: Students needing to contact their parents/Guardians must come to the school reception. In the event of illness or other urgent matter, the school office will manage this and make contact with parents. Under no circumstances may students use mobiles/devices to make their own arrangements to leave school.
Parents or guardians wishing to contact students: Parents are expected to contact the school reception to pass a message onto the student. The school will actively pass on messages. Parents are expected to not make direct contact during school hours with each other. Any contact must be through the school office.
Students mobiles: Are not to be used during school time and must be turned off or kept on silent in their bags or lockers. Mobiles can only be used as needed for transport and family matters at the end of the school day.

II. EDUCATION OUTSIDE THE CLASSROOM

Education Outside The Classroom (EOTC) is the name given to all events/activities that occur outside the classroom, both on and off the school site. This includes sport. Our school believes in using a range of environments and experiences to enhance our students' learning. We have ready access to the beach, rivers, mountains, and the bush in our area and beyond. We are also close to various built environments in our community. These areas are rich learning environments for our students both in and out of school. They need to learn how to be safe. Our school also values the concept of providing students with opportunities. Thus some of the learning for students occurs beyond the school site and this document is seeking your consent for your child/ren to participate in such learning .

MOE identifies four EOTC activity types, each with recommended types of parental/caregiver consent. These are listed in brief below:		
Type of event	**Description**	**Type of consent**
A	On site- in the school grounds (i) Lower risk environments (ii) Higher risk environments*	(i) **No consent** sought or **blanket consent** (ii) **Separate consent** for each event or programme
B	Off-site events in the local community occurring in school time. (i) Lower risk environments (ii) Higher risk environments*	(i) **Blanket consent** at enrolment. (ii) **Separate consent** for each event or programme
C	Off-site events - finishing after school hours (i) Lower risk environments (ii) Higher risk environments*	(i) **Blanket consent** at enrolment. (ii) **Separate consent** for each event or programme
D	Off-site residential overnight events (i) Lower risk environments (ii) Higher risk environments*	(i) **Separate consent** (ii) **Separate consent** for each event or programme

Involves risk assessed to be greater than that associated with the average family activity.

- All EOTC activity categories require staff to undertake an analysis of the risks, and identify the management strategies required to eliminate, isolate and minimise the risks. Emergency procedures are also in place.
- All students agree to participate in lower risk categories A and B EOTC events while a student at Zayed College for Girls.
- I/we have provided the school with up to date medical, supervision and learning information through the enrolment form and will make every endeavour to keep this information current.

III. BEHAVIOUR MANAGEMENT GUIDELINES

In any community, standards must be established so members can all work together harmoniously. The school believes in discipline that is firm yet just, which is administered with understanding and with the welfare of the whole school community in mind; it looks to parents/caregivers for support in its efforts to provide an environment in which all students feel safe.

Acceptance of the school expectations, standards and discipline is a condition of enrolment.

CLASSROOM EXPECTATIONS

Expectations in the classroom are designed to ensure everyone has the opportunity to learn. There is a full version of the behaviour management guidelines on our website but the following gives you an idea of our priorities:
• Be at class on time
• Follow directions the first time
• Be prepared for class
• Use equipment correctly
• Complete homework properly
• Do not swear or put down others
• Give everyone a 'fair go'
• Respect the school environment
• Respect your own property and the property of others
• Wear the uniform properly
• No physical or verbal abuse or bullying
• Play fair in school related activities

BEHAVIOUR MANAGEMENT GUIDELINES

To Guide our behaviour - Hei arahi i te whanonga

التوجيه وضبط السلوك

" I have been sent to complete the qualities of good character."

Purpose: To encourage high standards of akhlaq أخلاق (manners) amongst students in line with Islamic teachings so that they can reach their full potential, within a healthy, safe, spiritual and caring environment.

General Guidelines:

Zayed College is a PB4L(Positive Behaviour for Learning) school that endeavours to use Restorative Practice, in line with Islamic teachings, to build positive and respectful relationships across the whole school community.

All staff have responsibility for tarbiyah تربية (nurturing) of students they are teaching/supporting and the environment.

Atawhaitia e Tāne- Responding with purpose.

Whakawhenuatia e Tāne- Restoring and reconnecting.

Staff will develop freshly agreed behaviour expectations in a brainstorm with each class at the start of the year to align with Zayed College's KARE value Kindness, Appreciation, Respect and Equality in line with Islamic teachings.

Poor/Unacceptable Behaviour (Level 1):
First strategies to 'keep the small things small'- are low-level interventions.
Examples of unacceptable behaviour :
- Not demonstrating our KARE values of Kindness, Appreciation, Respect, Equality.
- Leaving the classroom without permission.
- Running around in the classroom.
- Arriving late to class without permission.
- Uniform and personal grooming infringements e.g. cosmetics, nail polish, jewellery, chewing gum,
- Disruptive or disrespectful behaviour at any time
- Lack of respect for the College environment e.g. deliberate littering.

Level 1 Consequences:
After early interventions, one or more verbal reminders, by the teacher present. If the unacceptable behaviour continues, that teacher will have a restorative conversation with the student to address the concern. The student will be asked questions from the restorative bookmark and asked how they are going to repair the harm, reach an agreement and the teacher will set a time to follow up.
The student's name shall be recorded on KAMAR including the details of the Level 1 incident and the consequence.
For example: picking up rubbish if the issue is about littering, cleaning chewing gum if the ongoing matter is gum chewing, etc.

Poor/Unacceptable Behaviour (Level 2):
It is the role of the teacher who was present to deal with Level 2 incidents with a restorative conversation or Mini Conference.
 Examples of these behaviours are:
- Disruptive or disrespectful behaviour in the classroom that interferes with learning –her own, or that of other students.
- Disruptive or disrespectful behaviour during assembly.
- Disruptive or disrespectful behaviour during Salat.
- Interfering with another's belongings.
- Interfering with teachers' property or displays on classroom walls.
- Insolence to any staff members or other adults.
- Lying to a teacher.
- Initiating or instigating dispute.
- Bullying or harassment of other students or staff.

Level 2 Consequences:
From the teacher present if Level 2 unacceptable behaviour occurs, the student's name shall be recorded on KAMAR and the Dean will be notified via email about the restorative chat that has been held, and the agreed consequences. Name, date and description of the incident and consequences will be recorded.
Possible consequences will be one or more of the following:

- Restorative conversation or Mini Conference
- Once-off or weekly reflective conversation with a member of the pastoral care team
- Community service
- Daily Report
- Call parents or inform parents, Dean, Counsellor, Pastoral Care members if required.
- Behaviour Management Contract
- Internal stand down(depends on the severity of the situation) .
- Students may be excluded from sport events, trips or any other privileges.

Serious Unacceptable Behaviour (Level 3):
This will be accelerated to the Dean to investigate and inform the SLL team.
Examples of these behaviours are:
- The flagrant or constant breaking of school rules.
- Physical aggression or violence or an intent to cause such harm to another student/other
- students or staff.
- Abusive language/swearing at any student, staff member or parent.
- Possession or use of a weapon; tobacco, vape, alcohol, drugs or any other harmful
- substance.
- Cheating, plagiarism.
- Cyberbullying; inappropriate or unauthorised use of any electronic device, online
- offensive posts, images or videos, unauthorised online posting of others .
- Graffiti or serious property damage.
- Stealing or deliberate damage of another's property.
- Being out of bounds; leaving school grounds without permission or truancy.

Level 3 Consequences:
The student will come up with some solutions as to how they will repair the harm they have caused, which have to be agreed with by the school. If not agreed, then this will be discussed until agreed. The student may face Internal or External Stand Down as per the MOE guidelines. Additional consequences from the Level 2 list will be implemented.

The student and parents will be asked to attend a Formal Restorative Conference with either the Principal, Dean, Assistant Principal (PastoralCare), Deputy Principal or Police. The Ministry of Education Formal Conference steps will be followed to ensure a safe, robust and fair process for students, parents and staff.

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[1] To be used in conjunction with DRIVE FOLDER> Enrolment Forms 2024 -2025