



# Apii Te Uki Ou

## E-Learning and Technology Policy

CIAG # 1

### Akakoro'anga (Purpose)

Te Uki Ou School recognises that E-Learning and Technology (ELT) is now an essential part of every student's education which benefits student learning outcomes, and the effective operation of the school, and enables them to communicate and learn in new ways. ELT hardware (laptops, data projectors, tablets, smartphones, etc.) are valuable learning resources with huge potential to integrate across the curriculum. They provide opportunities for students to learn in new and interesting ways, often in ways not possible using other resources. We are part of a world that thrives and relies on ELT. Ready access to information is an expected part of life and we must all know how to make the best use of this. During school hours quick and easy communications access is necessary at all times, this is particularly vital in times of emergency.

Apii Te Uki Ou aims to enable all students to use ELT in a safe way. It is our goal to promote and ensure the welfare and safety of our students when using ELT. We have the dual responsibility to maximise the benefits of these technologies, while at the same time to minimise and manage the risks.

For the purposes of this policy and supporting documentation, ELT stands for E-Learning and Technology and includes all electronic equipment used to communicate or store information such as computers, phones, cameras, and the internet as well as software computer programmes such as games, or tutorials.

### Tumu Manako (Rationale)

To provide ELT access so all staff can:

- Become effective and safe users of ELT
- Extend their awareness and knowledge of ELT and how to integrate into authentic learning
- Become motivated, responsible, independent users of ELT
- Effectively utilise access to the world's largest source of information and resources.

To develop and maintain rigorous and effective cyber-safety practices which aim to maximise the benefits of the internet and ELT equipment to student learning and to the effective operation of the school, while minimising and managing any risks.

### Te au Kaveinga (Guidelines)

- No individual, including teachers and students, may use the school ELT equipment in any circumstances unless the appropriate user agreement has been signed and returned to the school. User agreements also apply to the use of privately owned ELT equipment on the school site, or at any school-related activity, regardless of its location.
- The use of ELT licenses procured by the school is limited to educational purposes for students and staff of Apii Te Uki Ou School only.
- A copy of the School's Incident Procedures will be easily visible around classrooms and the school.
- Upon discovery of any material which may be offensive, derogatory or harmful to any person the School's Incident Procedures must be followed.
- Through the System Administrator (SA), the School will ensure that appropriate safety and security measures, such as passwords, firewalls and filtering software, is in place to protect the users and the network.
- To ensure a safe cyber environment, the school will monitor access and review all use of ELT. In circumstances pointing to inappropriate use of ELT, the school reserves the right to access personal emails sent and received on school devices and/or network facilities at any time.
- Students cannot be engaged in online learning situations unless they have their teacher or another staff member present in the classroom. All screens must be facing from the wall towards the centre, so they are easily viewed by everyone.
- Care must be taken to ensure that children have equal access to ELT.
- All ELT equipment will be stored securely when not in use.
- Infrastructure needs to be fit for purpose and updated when necessary.





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- The ELT team in conjunction with the Principal will oversee the budget, equipment maintenance and purchasing.
- The School website will be kept up to date with information for staff, parents and students on the ELT programmes used by the School, the policies for their use, and a copy of the Schools IT User Agreement.
- Licences for any learning platforms will belong to Te Uki Ou using a school email and login and passwords kept on the staff manual.
- The school will ensure appropriate repairs and maintenance will be made to infrastructure to accommodate the safe, reliable and accessible use of ELT equipment
- Professional development for staff will be planned, regular and ongoing.
- ELT experiences will be planned, purposeful and reflect evidence-based, current technological practice in education.

<b>Date of Last Review:</b>	November 2025	November 2025
<b>Signed:</b>		
	<b>Gina Bamber</b> Chairperson Board of Governors	<b>Liz Cribb</b> Acting Principal Apii Te Uki Ou