**WHAKAARO HOU** **EDUCATION TRUST**

**KAWA OF CARE AGREEMENT 2016**

The Kawa of Care is an agreement between students, parents and schools to ensure the best care and responsibility is exercised with the netbook during each student's time in the Whakaaro Hou programme. There are three important areas to acknowledge as a user of the netbook:

* Responsible use agreement
  + Student
  + Whanau
* Insurance
  + User Conditions

Please read through each area of the Kawa of Care and initial in the labelled section to acknowledge you understand and agree to the terms.

**Responsible Use Agreement**

***Student agreement***

* I will respect the equipment (my netbook, power charger and bag/sleeve) by always looking after it and keeping it safe.
* I will respect others by always using this netbook to interact with anyone in a kind, positive and helpful way.
* I will make the most of this opportunity to learn lots of new things and to share these with others.
* I will always be in the right place, at the right time when I am online. If in doubt I will ask my teacher or parent.
* I will protect my password and keep it completely secret.
* I will log out when I am not using my netbook.
* I will keep my netbook is its case whenever I am not using it.
* I will respect the terms of the Credit Sale Agreement by:
  + Ensuring payments are upheld as agreed to in the Credit Sale Agreement.
  + If I leave the cluster, ensure the outstanding amount is paid in full in order to keep the device OR ensure any outstanding debt is paid off and the device returned to the school in good working order (incl. bag and charger). I understand that I will not be reimbursed for the payments I have made.

***Parent Agreement***

* I will respect the terms of the “Kawa of Care” and ensure my child is encouraged to be a responsible user.
* I will work with my child to keep all equipment safe when it is at home.
* I will respect the terms of the Credit Sale Agreement by:
  + Ensuring payments are upheld as agreed to in the Credit Sale Agreement.
  + If I leave the cluster, ensure the outstanding amount is paid in full in order to keep the device OR ensure any outstanding debt is paid off and the device returned to the school in good working order (incl. bag and charger). I understand that I will not be reimbursed for the payments I have made.
* I will respect the terms of the “Kawa of Care” and ensure my child is encouraged to be a responsible user.
* I will work with my child to keep all equipment safe when it is at home.

***School agreement***

* To offer technical support for students devices where applicable.
* To ensure the classroom environment adheres to the CyberSmart curriculum.
* To support parents in engaging with student work.

**Insurance**

The Whakaaro Hou programme includes insurance provision in the event of unintentional damage or loss of the netbook. This is part of the package you signed up for when you purchased the netbook. As long as the children and family have adhered to the “User Conditions” below, the netbooks are insured.

There is an excess of $50 to be paid when an insurance claim is made. User Conditions

All netbooks must have a safe place for charging and storage.

**For Students:**

**When using your netbook**

* No food or drink is allowed near your netbook.
* If you are charging your netbook while using it, you must work in a space so that no one will be able to walk or damage your charger while you are using it. Make sure the cables will not create a hazard to the device or other people.
* If you are working at a table, keep your netbook away from the edges and other contents that could lead to the damage of your device.
* If you are working on the floor, choose a space where people can see you so they don't trip over and hurt you, themselves or the netbook.
* If you leave the classroom or house your netbook must be locked in the chosen safe place.

**When moving your netbook**

* If you are passing your netbook to anyone or carrying your netbook in the classroom you must:
  + Ensure the lid is closed.
  + Carry it with two hands.
  + Only carry one netbook at a time.
* When netbooks are being carried anywhere outside:
  + They must be inside their bag.
  + The bag must be carried by its handles OR inside a suitable school bag/backpack.
  + It must be protected from rain and wet or damp conditions at all times.

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**