

Te Hinaki



Education Trust

2018

**READINESS HANDBOOK
FOR SCHOOLS**

The purpose of this handbook is to guide schools through the process of becoming ready and signing up families to purchase IT devices (i.e. Chromebooks) and to provide information about managing the devices, insurance claims and any other issues that may arise.

The vision of the Te Hinaki Education Trust as stated in the original Memorandum of Agreement is:

Improving student Achievement through:

- 1. Community Engagement**
- 2. Effective teaching practice**
- 3. Use of information technology**

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Memorandum of Understanding between Te Hinaki Education Trust and Schools

It is important that the school Principal and Staff understand their obligations with regard to the Memorandum of Understanding (MOU) between Te Hinaki Education Trust (THET) and their School.

Our shared purpose is to enhance digital education to enable our students to become successful, lifelong, connected, collaborative and creative learners.

We will do this by:

1. Providing students and their families with affordable access to the digital environment.
2. Engaging students and their parents/whanau in rich and meaningful learning conversations and tasks.
3. Engaging teacher practice and supporting their commitment of a cycle of ongoing reflection and improvement.

Our goals are to:

1. Accelerate student achievement and educational outcomes, with each school identifying their particular achievement focus.
2. Create a cluster-wide learning community that shares student achievement data (baseline and progress).
3. Collaborate on teaching and learning professional development on ICT and share information about effective teacher practice.
4. Improve home/school/community learning partnerships.
5. Increase the number of students and whanau with affordable access to appropriate technology and internet for learning.

There are FOUR key parties to this agreement:

1. Horowhenua member school parents, whanau and communities represented by respective Boards of Trustees;
2. The Horowhenua Principals and Staff;
3. Te Hinaki Education Trust; and
4. Te Horowhenua Trust (Horowhenua Libraries)

Horowhenua Member School Communities will support the shared purpose and goals by:

1. Providing a representative for the Steering Group which exists to inform and support the goals of the Trust.
2. Committing to being part of a collective where all parties work together and not in competition.
3. Endorsing, supporting and promoting ethical, trusting relationships between school and communities.
4. Agreeing to implement the common goals of the cluster and improved pedagogy in their own schools and communities.

5. Meeting kanohi ki te kanohi (face-to-face) at least once a term on mutually agreed topics such as sharing information or data, moderating in literacy or mathematics.
6. Ensuring the necessary in-school infrastructure is procured and effectively installed and maintained to meet the needs of the students in this cluster.
7. Being proactive with the parent communities to assist schools in getting all students (at the designated year levels) involved with the programme.
8. Communication and follow-up with parents and whanau to keep up to date with device payments with schools making every effort to minimize the financial exposure of THET.
9. Promoting that student devices are managed in accordance with THET kawa, including internet safety and managing the device.
10. Parent education will be available through Te Horowhenua Trust.
11. That each school's charter link to Te Hinaki goals.
12. Providing sufficient funding in the budget for professional learning for staff up-skilling systems and structures to ensure they can support the goals.
13. The schools commitment to the Te Hinaki project is for duration of the MOU.
14. Each school joining the Trust must complete an IT audit within their school community.

Principals and Staff will support the achievement of the shared purpose and goals by:

1. Committing to the achievement challenge work by attending and actively participating in all principals' cluster meetings and facilitated professional learning and development, enabling THET to shape and agree to the necessary pedagogical changes required to meet the goals.
2. Ensuring lead teachers attend all lead teacher meetings and share good practice in and across schools.
3. Ensuring the appropriate systems and structures are in place in each school to support the teacher inquiry and evaluation cycle.
4. Providing achievement data as agreed.

Community Engagement

1. Schools will actively promote education programmes being run through the Te Horowhenua Trust.
2. All students accessing devices through the Te Hinaki Education Trust will attend free kawa of care training provided by Te Horowhenua Trust.
3. Schools will use the capabilities provided by participation in Te Hinaki to enhance the home-school connection.

Readiness

- Clarity around goals of project
- Memorandum of understanding signed
- Schools will need some systems and infrastructure in place to be in a position to begin to issue devices to families.

- | | <u>Check</u> |
|---|--------------------------|
| ● SNUP upgrade completed. | <input type="checkbox"/> |
| ● Teachers have skill in delivering digital pedagogy practices or have a professional development plan in place to assist in optimising use of devices to enhance student achievement. | <input type="checkbox"/> |
| ● An administration person responsible for sign up in the school has been identified. | <input type="checkbox"/> |
| ● The administration person has the documentation required and feels confident in the process. Support for the admin process is available from the steering group and other schools that are already using the process. | <input type="checkbox"/> |
| ● Parents are informed of what stage the school is at with the process and a request for expression of interest to purchase is sent out to parents with a deadline of getting the expressions back in. | <input type="checkbox"/> |
| ● Kawa of Care session is planned. | <input type="checkbox"/> |
| ● Then an order can be placed based on the number of expressions that you have received back from parents. This order needs to go to the Te Hinaki Trust. | <input type="checkbox"/> |
| ● Understanding of internet safety. | <input type="checkbox"/> |

Schools interested in participating in the next phase of roll out for the Te Hinaki Project:

Te Hinaki Trust need to ensure that each school is ready and that the Te Hinaki Trust Steering Group is confident to go ahead. With that in mind we ask that you to please submit a 1-2 page document as to where you are at with the next steps:

1. Contact with your parents – get expressions of interest so you have a firmer idea of the numbers you might be seeking (remember at this stage you are limited to 30).
2. Nominate a contact or go to person at your school for (this may be one or more people)
 - a. Signing up parents
 - b. IT – working with Cyclone
 - c. Kawa of care coordinator
 - d. Representative at quarterly steering group meetings.

3. Kawa of Care arrangements – are you intending to do these in house or will Te Takere run them? This will require you to contact Wendy at Te Takere to make arrangements.
4. Buddy up – are you going to buddy up with another school? If so, who? A number of schools currently involved in the project will be happy to buddy with you. This will be coordinated by the steering group.
5. Contact Caroline Connor at Colbert Cooper – caroline@colbertcooper.co.nz regarding the number of devices required. Ideally, these should be firm numbers of parents who have committed to the project, not just expressed an interest.

Sign up Process

If parents/caregivers are coming in to sign up it will pay to inform them quite clearly that they will need to bring with them the following:

Parents to Supply:

- ✓ Copy of identification. E.g. Drivers Licence
- ✓ Copy of bank account number. E.g. photocopied bank statement with just the account number showing or a deposit slip.
- ✓ \$50.00 deposit. This could come from the school account if they are in credit – a transfer over would be required. They may pay more than the \$50.00 deposit if they choose to do so.

Contract Signing:

- ✓ Parent/Caregiver to initial each page and sign full signature where indicated.

Credit Sale Agreement:

- ✓ Parent/Caregiver to initial each page:
 - Students name
 - Serial number
 - Payment schedule
 - Date of first payment and frequency
 - Identification verification signing
 - Parent/caregiver to sign not selling the device
 - Parent/caregiver to initial total interest to be paid

Direct Debit form:

- ✓ Completed with proof of account.

Kawa Care Training:

- ✓ Date: _____

Kawa of Care:

- ✓ Student Agreement
- ✓ Parent/caregiver Agreement
- ✓ Notice of Quality
- ✓ Device to home agreement (parent caregiver / training)

It is suggested that each school capture at a bare minimum the following details:

1. Child's name and room
2. Parent contact details
3. Deposit of \$50.00 paid
4. Receipt number
5. Parent Contracted
6. Kawa of Care training date and time
7. Chromebook enrolled date
8. Date Chromebook given to child

Ordering Devices

This is done by the Te Hinaki Education Trust who need to provide a purchase order to Cyclone. Due to the cost of borrowing incurred by the Trust, it is preferable that orders are made close to the time that payments can be started by the parent/caregiver.

Lead in time ranges from a few days to 2 weeks. Orders will be made in bulk by the Trust. Small orders may be possible, Caroline Connor from the Trust is the contact.

Support Available

Cyclone is the current provider with a contract to provide devices. They have a package on offer to support the setup of the google environment within each school. If your school is already running a google platform then there will be no need for this service.

Communication with Cyclone should be via the school's delegated person. Individual schools who have their own ICT service providers can use them to manage devices and the cost will be borne by the school.

Sponsorship of Families

We are aware that there are people in our community that would like to support families to purchase devices for our learners:

- ❖ Private individuals,
- ❖ Extended family,
- ❖ Businesses

Funds may be directed to specific recipients by the donor or directed to those with highest need e.g. large families with children all needing devices at the same time.

It is anticipated that in these situations that the schools will be best positioned to identify appropriate recipients. Selection could be approved by the Steering Committee to monitor equitable distribution.

If you have families that you can identify as requiring support, please contact Te Hinaki Education Trust to discuss possible options. A form is attached to this Handbook should your school wish to sign up a sponsor.

Transition Between Schools

Schools report to Trust about which students are going to which schools. Students transitioning take their devices to tech department at their new school to get set up on new school N4L.

WINZ can potentially support purchases.

Te Hinaki Education Trust is now an approved supplier. Families will have to complete paperwork.

Private sponsorship is potentially available, this could be from a generic fund or from private sponsors with specific recipients in mind.

Dishonour Policy / Defaults on Payments

The Credit Contract is between Te Hinaki Education Trust (THET) and the parent/caregiver. However, as part of the Memorandum of Understanding (MOU) with the school it is the school that will make first contact with any contracts where a dishonour occurs. The school know the families and their circumstances best.

Each month a list will be sent from Te Hinaki Education Trust to the office administrator at each school detailing the dishonours.

Action Required by the School:

- 1) Identify those families that have had two or more consecutive dishonours. Dishonour payments are added to the end of the contract.
- 2) Make initial contact with the parent/caregiver in person at the school or by phone to explain that some dishonours have occurred with their credit contract with Te Hinaki Education Trust. Points to note in discussion are:
 - Does the payment date need changing?
 - Has the bank account changed from the original direct debit form signed? If so, please sign a new direct debit form and obtain proof of bank account.
 - Does the payment terms/frequency need to change? E.g., from 1 year to 2 years or fortnightly payments to weekly payments.
 - Te Hinaki Education Trust will accept an Automatic Payment, but this is not the preferred payment method.
- 3) Where there is a code "05" on the dishonour report this means that the direct debit has been cancelled at the banks end. *Immediate* action is required by the parent/caregiver – they must contact their bank to reactivate the direct debit.
- 4) Explain that if further dishonours are noted then the device will need to be left at school until a regular pattern of payments has been established or catch-up payments have been made. If necessary, the device will be deactivated and will no longer be usable.
- 5) The unpaid contract can affect their credit rating.
- 6) If no success, then an email/letter is to be issued by Te Hinaki Education Trust directly to the contract holder.

Please note that it is imperative that each school keeps a record of contact with the parent/caregiver regarding dishonoured payments. The reason for this is so that if it gets to the point where Te Hinaki

Education Trust has to disable the device, Te Hinaki Education Trust needs to have a record of each time the parent/caregiver has been contacted regarding non-payment as per the credit contract.

Other notes to consider:

- Families that have moved schools or have moved out of the area.
- Can't disable/cut off the device if it is an iPad.

Warranty / Insurance:

When a device is broken it may be repaired under the manufacturer's warranty or under insurance, or at the parent/caregiver's cost. If neither insurance nor warranty cover apply. In all aspects the school manages the responsibility of the relationship with the whanau.

Faulty Goods Covered Under Vero Extended Warranty:

- Contact local Cyclone Branch.
- Have original proof of purchase.
- Fill in Vero insurance form.
- Cyclone will liaise with Vero to arrange repair.
- 3 to 4 day turnaround.

Goods Covered Under Vero Accidental Damage or Theft Insurance:

- Contact local Cyclone Branch or Vero directly:
 - claims@verowarranty.co.nz or 0800 809 700.
- Have original proof of purchase.
- Fill in Vero insurance form.
- If through Cyclone, then Cyclone will liaise with Vero to arrange repair.
- If contacted Vero directly, Vero will liaise directly.
- 5 to 7 day turnaround.

Non-Warranty Issues:

- Contact Service Plus: service@serviceplus.co.nz or 0800 00 77 22.

Cyclone will take all care with the device. However, Cyclone will not accept responsibility for any loss or damage of software or data while in their possession.

Therefore, Cyclone ask that all data is backed up before handing over the device to them, as they may need to modify or format any data stored on the device. The customer is responsible for all software programming, data loss, or restoration. Cyclone assumes no responsibility for any software programme, data loss, or restoration during the service or transmit of the device.

If the request for service is a non-warranty job, there will be a minimum service fee charge, whether or not any quote is accepted.

It is a good idea to remind your parents/caregivers that the device is an expensive piece of electronic equipment and that great care should be taken:

- Never leave equipment unattended, even for a short time.

- Always lock it away when not using it at school or in the office.
- Keep drinks and water bottles well away from the device.
- Never leave the device in an unlocked vehicle, even for a few minutes.
- Even in a locked vehicle, keep the device out of sight, preferably in the boot.
- Always carry the device in its bag or sleeve.
- Always look after the bag – everyone knows what's inside.
- Insurance does not cover negligence, abuse or malicious damage.

Reporting

The Trust requires a report that will outline some hard and soft data e.g. National Standards, NCEA. Each school will also be required to submit an annual report and where possible participate in an 'expo' to showcase the work of the Trust at the end of the year.

Contacts

Trustees

Doug Rowan – Chairperson doug.rowan@tehinaki.nz
Caroline Connor – Finance caroline@colbertcooper.co.nz
Chris Corke md@corum.co.nz
Chris Dyrburgh
Larry Ellison

Steering Group

Wendy Fraser wendyf@tetakere.org.nz Tel.06 366 0844
Jacqui Kerins jacqui.kerins@tehinaki.nz Tel. 021 931 003
Hamish Stuart principal2@foxtonbeach.school.nz
Guy Reichenbach guyrei@waiopehu.ac.nz
Grant Congdon principal@horowhenua.school.nz
Dr Juliana Mansvelt j.r.mansvelt@massey.ac.nz
Murray Powell murrayp@shannon.school.nz

Liz Lean – Administrative Support

Website: tehinaki.nz
Facebook: [Te Hinaki Education Trust – Facebook](#)

Simon Lillico – Account Manager, Cyclone Computer Company Ltd
Phone: 04 550 5714 m 021 2867 839021 2867 839 a 125 -137 Johnsonville RD, Johnsonville, Wellington
www.cyclone.co.nz
Email: simon.lillico@cyclone.co.nz

Schools already running the project:

Phase 1

Levin East
Foxton Beach
Shannon
Waiopehu College
Horowhenua College

Phase 2

Taitoko School
Levin Intermediate
Levin North
Manakau School
Foxton Primary

Below is a copy of the cost of the device and contract for parents / caregivers

CREDIT CONTRACTS AND CONSUMER FINANCE ACT 2003

Disclosure Statement under Credit Contracts and Consumer Finance Regulations 2004

DISCLOSURE STATEMENT FOR CONSUMER CREDIT CONTRACTS

Statement Date: February 2016

IMPORTANT --- The creditor is required to provide you with this disclosure statement under section 17 of the Credit Contracts and Consumer Finance Act 2003. This document sets out the key information about your consumer credit contract. You should read it thoroughly. If you do not understand anything in this document, you should **seek independent advice**. You should keep this disclosure statement and a copy of your consumer credit contract in a safe place.

This disclosure statement must be provided to you within 5 working days of the day on which the contract is made. The law gives you a limited right to cancel the consumer credit contract. See the statement of right to cancel below and your consumer credit contract for full details of your right to cancel. Note that strict time limits apply.

FULL NAME AND ADDRESS OF CREDITOR This is the person providing you the credit

<p>You may send notices to the creditor by:</p> <ul style="list-style-type: none"> • writing to the creditor at the creditor's postal address; or • sending a fax to the number specified (if any); or • sending an email to the address specified (if any). 	<p>TE HINAKI EDUCATION TRUST Address: C/- PO Box 541, Levin, 5540 Email:</p>
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CREDIT DETAILS

Initial unpaid balance

This is the amount you owe as at the date of this statement (including any fees charged by the creditor).

\$500.00 made up of	\$550.00	Purchase Price of Device and other goods
	Less	
	\$50.00	Deposit
		Total Advances
		This is the total amount of all advances made or to be made to you: \$500.00

PAYMENTS – You are required to make each payment of the amount specified and by the time specified (please tick the appropriate option).

Option	Term (months)	Number of payments	Payment frequency	Payment amount per payment	Total Interest	Total Payments	Selected option [✓]
1	12	52	Weekly	\$10.28	\$34.56	\$534.56	
2	24	104	Weekly	\$5.46	\$67.84	\$567.84	
3	36	156	Weekly	\$3.86	\$102.16	\$602.16	
4	12	26	Fortnightly	\$20.56	\$34.56	\$534.56	
5	24	52	Fortnightly	\$10.92	\$67.84	\$567.84	
6	36	78	Fortnightly	\$7.72	\$102.16	\$602.16	
7	12	12	Monthly	\$44.54	\$34.48	\$534.48	
8	24	24	Monthly	\$23.66	\$67.84	\$567.84	
9	36	36	Monthly	\$16.73	\$102.28	\$602.08	

INTEREST

Annual interest rate 12.5% fixed for the whole term of the contract	Total interest charges 12.5% fixed for the whole term of the contract. This is the total amount of interest charges payable under the contract: [insert total interest from table above depending on option selected]
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CREDIT FEES AND CHARGES

Other than interest, no credit fees or charges will be charged under, or in connection with, the consumer credit contract.

CONTINUING DISCLOSURE

The creditor may be required to provide you with regular statements. The statements will give you information about your account. Statements will be provided monthly

WHAT COULD HAPPEN IF YOU FAIL TO MEET YOUR COMMITMENTS

Security interest

The creditor has an interest in the property listed below to secure performance of your obligations under the contract, or the payment of money payable under the contract, or both. If you fail to meet your commitments under the contract, then to the extent of the security interest, the creditor may be entitled to repossess and sell this property.

Security Interest: Specific security interest in the Device provided under the consumer credit contract securing all of your obligations to the creditor.

Default interest charges and default fees

No default interest or default fees will be charged under, in connection with, the consumer credit contract.

Full Prepayment

No administrative costs or compensation relating to full repayment is payable to the creditor under, or in connection with, the consumer credit contract.

RIGHT TO CANCEL

Statement of right to cancel

The Credit Contracts and Consumer Finance Act 2003 gives you a right for a short time after the terms of this contract have been disclosed to you to cancel the contract.

How to cancel

If you want to cancel this contract you must give written notice to the creditor.

You must also –

- (a) return to the creditor any advance and any other property received by you under the contract (but you cannot do this if you have taken possession of any goods or if you bought any property at an auction or if the contract is for the sale of services that have been performed; or
- (b) pay the cash price of the property or services within 15 working days of the day you give notice.

Time limits for cancellation

If the disclosure documents are handed to you directly you must give notice that you intend to cancel within 3 working days after you receive the documents.

If the disclosure documents are sent to you by electronic means (for example, email) you must give notice that you intend to cancel within 5 working days after the electronic communication is sent.

If the documents are mailed to you, you must give the notice within 7 working days after they were posted. Saturdays, Sundays, and national public holidays are not counted as working days.

What you may have to pay if you cancel

If you cancel the contract the creditor can charge you –

- (a) the amount of any reasonable expenses the creditor had to pay in connection with the contract and its cancellation (including legal fees and fees for credit reports, etc); and

(b) interest for the period from the day you received the property or services until the day you either pay the cash price for the property or services or return the property to the creditor.

This statement only contains a summary of your rights and obligations in connection with the right to cancel. If there is anything about your rights or obligations under the Credit Contracts and Consumer Finance Act 2003 that you do not understand, if there is a dispute about your rights, or if you think that the creditor is being unreasonable in any way, you should seek legal advice immediately.

Who's Who

Our People

Steering Group - nominated by group of 15 schools at a meeting in Dec 2014

- Dr Juliana Mansvelt - BOT Chair Manakau School
- Tracey White - Levin Intermediate BOT
- Guy Reichenbach - DP Waiopēhu College
- Grant Congdon - Principal Horowhenua College
- Murray Powell - Principal Shannon School
- Hamish Stuart - Principal Foxton Beach
- Wendy Fraser - Te Takere
- Jacqui Kerins - BOT Levin East School
- Richard Orzecki was a founding member of the steering group but sadly passed away in 2015.

Trustees - nominated by Steering Group

- Doug Rowan - Lawyer
- Chris Corke - IT
- Chris Dyhrberg - Electra
- Larry Ellison - Entrepreneur
- Caroline Connor - Colbert Cooper



CHILD SPONSORSHIP FOR TE HINAKI EDUCATION TRUST

Would you like to sponsor a child and assist the Te Hinaki Education Trust in its goal to improve education outcomes? Te Hinaki Education Trust is a registered charitable trust and all donations made to the Trust are tax-deductible.

The family's pay \$550.00 for the device which includes the device insurance, school software and a bag.

To pay for the device families can pay an amount of \$3.86 per week and they must pay a deposit of \$50.00.

The Trust would welcome sponsorship of a whole device, sponsorship by way of regular payments or a donation to pay the deposit for a child.

If you would like to provide sponsorship for Te Hinaki Education Trust please fill in the form below and post to Te Hinaki Education Trust, C/- PO Box 541, Levin, 5540 or email to email to Doug Rowan on doug.rowan@tehinaki.nz

Thank you for considering sponsorship.

Kind regards

Doug Rowan
Chairperson
Te Hinaki Education Trust

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Name of Sponsor: _____

Address: _____

Amount You Wish to Sponsor: \$ _____

Lump Sum or Automatic Payment _____

If Automatic Payment: Amount: \$ _____

Frequency: _____