

Computer & ICT acceptable use agreement, Y4-6

This agreement applies to all students from year 4 to year 13, school-wide.

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules:

- 1 I can use school ICT equipment if my parent(s) and I have discussed and signed a Computer and ICT Acceptable Use Agreement and it has been returned to the classroom teacher.
- 2 I can only use computers and other school ICT equipment for schoolwork or appropriate activities. The following are examples of inappropriate use:
 - a. Personal texting/calling/messaging, during instructional time.
 - b. Storing and/or distributing (including uploading or sharing) harmful digital items during school hours or on school trips.
 - c. Using a device in a manner that is detrimental to the learning environment.
 - d. Using a device in a manner that is harmful to oneself or another person, e.g. social media bullying, displaying objectionable material.
 - e. Possessing a visible cell phone during instructional times (unless permitted by a staff member).
- 3 If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
- 4 I will only log on with my own username. I will not allow anyone else to use my username, unless otherwise instructed by a teacher.
- 5 I will not tell anyone else my password.
- 6 I understand that the internet is not available for student use during break times, before school, after 4pm on school days, or on non-school days.
- 7 While at school, I will not:
 - Attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or inappropriate.
 - Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
 - Engage in any malicious activity that involves ICT, for example hacking, phishing, assuming another identity, etc.
- 8 If I come across objectionable material that I know is not acceptable at our school, on any ICT device, I will:
 - Not show others
 - Turn off the screen or close my laptop/notebook lid and
 - Get a teacher straight away.
- 9 If I see another student using the computer or ICT device in a way that is not acceptable at school, I will report it straight away.
- 10 I understand that I must not download, or copy any copyrighted files such as music, videos, games or programmes/software. This is to ensure we are following New Zealand copyright laws.

- 11 I will not publish, upload or distribute anything that is; rude or violent or uses unacceptable language such as swearing, or brings Cornerstone Christian School into disrepute.
- 12 I will not connect any unauthorised device to school network or run any software that attempts to bypass school security systems.
- 13 Cornerstone Christian School's Computer and ICT Acceptable Use Agreement applies to all students at school, and on school-based activities.
- 14 I will safeguard my personal information, when online, at all times. If I am in doubt, I will consult a teacher.

Such personal information includes:

- Name
 - Address
 - Email address
 - Phone numbers
 - Photos/videos
 - Personal profiles
- 15 I will respect all school ICT and will treat all ICT equipment/devices with care. This includes:
 - Respecting the storage and handling of school devices, as per expectations, in particular – returning school-owned laptops to the correct cabinet/trolley at the end of each day.
 - Not joining in if other students choose to be irresponsible with ICT.
 - Reporting any malicious activity.
 - Reporting any breakages/damage to a staff member.
 - 16 I will not take any movies or photos of any other person without their express permission.
 - 17 I understand that if I break these rules, the school may need to inform my parents. In serious or repeat cases, the school may take disciplinary action against me. I also understand that my family may be charged for any repair costs incurred.
 - 18 If I break these rules, the Ministry of Educations' guidelines for 'Search and seizure of devices' will apply.
 - 19 I understand that I bring all personal devices to school at my own risk. The school takes no responsibility or liability for and loss or damage, either intentional or unintentional.

Name - Parent /Guardian

Signature

Name of Student

Signature

Date
