

# Okaihau College

## Agreement for student use of computers and the internet

### I understand that:

- The only purpose for school computers and other Digital Technology resources is to support teaching and classroom learning. This includes any external storage devices, cell phones, cameras, etc which are privately owned.
- I will not connect any of the above devices without a teacher's permission.
- The school will do its best to keep me safe while using global information systems such as the computer and the Internet.
- **My use of the computer is password restricted and it is my responsibility to keep it confidential and not allow others to use it.**
- **I must not give anyone on the internet information about myself or anyone else - this includes name, address, phone number, photograph or credit card information.**
- I know that I am not permitted to access material through the internet, which is offensive, pornographic, dangerous, inappropriate at school, or illegal and will not pass it on by copying, storing or printing it. I will tell the teacher immediately if I accidentally access any of this material.
- I will not attempt to get around or bypass security, monitoring and filtering that is in place at school.
- If I use email at school, I am not permitted to send any messages, which are offensive, dangerous, inappropriate at school or illegal.

### I understand how important it is to:

- Take care of information technology resources, such as computers and the internet.
- Be careful with equipment and furniture, and share the available equipment.
- Respect the copyrights on software, and information gathered from the internet including pictures/photo's that prohibit copying.
- Use only school software on school computers.
- Be considerate of other users. Students doing schoolwork have priority use.
- Be careful not to waste computer resources such paper.
- Avoid disruption of the running of any computer or network.
- Take care not to scan or display graphics, record or play sounds, or type messages, which could cause offence to others.
- Remove immediately from the screen any material that would not be allowed at the school, which I accidentally come across, and tell the teacher right away.
- Be responsible for privacy and security of everyone.
- I will use discs only to backup legitimate schoolwork or take it to and from home.
- I will tell the teacher if I come across a virus or security problem.

### Student

I have read this agreement and know the importance of the school rules for the use of computers and the Internet. I know that if I break these rules, I might lose the right to use a school computer, and the school may take other disciplinary action against me, which could include my removal from any course that involves computer use.

Name: .....

Signed: .....

### Parents / Caregivers

I have read this agreement and understand that my child is responsible for using school equipment and the Internet as outlined here. I have gone through the agreement with my child and explained its importance, and that there may be consequences for breaking the agreement. I understand while the school will do its best to restrict student access to offensive, dangerous, inappropriate at school, or illegal material on the internet or through email, it is the responsibility of my child to have no involvement in such material.

I give my permission for my child to be given access at school to global information systems such as the internet or email.

Name: .....

Signed: .....

**If you wish to discuss this agreement further, please contact the Head of Digital Technology.**