



# Waituna Creek School

## Digital Device and Internet Agreement Form

Information and Communication Technologies (ICT) User Agreement - As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules:

1. I cannot use school ICT equipment until my parents and I have read and signed my use agreement form and returned it to school.
2. I will log on only with my user-name. I will not allow anyone else to use my user name.
3. I will not tell anyone else my password and I will not change it.
4. While at school or a school related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
5. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
6. I understand that the rules in this use agreement also apply to mobile phones. I will only use my mobile phone(s) at the times that I am permitted to during the school day.
7. I understand that I can only use the Internet at school when a teacher gives permission and there is staff supervision.
8. While at school, I will not:
  - a. Access, or attempt to access, inappropriate, age restricted, or objectionable material
  - b. Download, save or distribute such material by copying, storing, printing or showing it to other people
  - c. Make any attempt to get around or bypass security, monitoring and filtering that is in place at school.
9. If I accidentally access inappropriate material, I will:
  - a. Not show others
  - b. Turn off the screen or minimise the window and
  - c. Report the incident to a teacher immediately.
10. I understand that I must not download any files such as music, videos, games or programmes without the permission of a teacher. This makes sure the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.
11. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring to school or a school related activity. Any images or material on such equipment/devices must be appropriate to the school environment.
12. I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school ICT without a teacher's permission. This includes all wireless technologies.

13. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers, and photos.

14. I will respect all ICT systems in use at school and treat all ICT equipment/devices with care. This includes:

- a. Not intentionally disrupting the smooth running of any school ICT systems
- b. Not attempting to hack or gain unauthorised access to any system
- c. Following all school cyber-safety rules, and not joining in if other learners choose to be irresponsible with ICT
- d. Reporting any breakages/damage to a staff member.

15. I understand that the school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

16. I understand that the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.

17. I understand that if I break these rules, the school may inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.

**Student**

I have read the above information and know the importance of the Waituna Creek rules for the use of devices and the internet.

Name:	Signed:	Date:
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**Parent/ Caregivers**

I have read the above information and I understand that my child is responsible for using school equipment as outlined in the above document.

I have gone through the document with my child and explained the importance and that there may be consequences for breaking the agreement.

I understand that while the school will do its best to restrict student access to offensive, dangerous, inappropriate and illegal material on the internet or through email, it is the responsibility of my child to have no involvement with such material.

I give my permission for \_\_\_\_\_ to be given access to the internet and school google email account.

Name:	Signed:	Date:
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