

Puahue School ICT and Internet Use Agreement

Name _____

School computers are important resources to help you with your learning. But they are expensive machines and they allow you to reach out into the 'world beyond the classroom.' Therefore to keep you and the computers safe there are some rules that you need to know and agree to when you use the computers, Internet, e-mail, digital cameras, etc. Please read these rules with your teacher and your parents, and sign the agreement below.

I will:

- 1) Be careful with the computer equipment. I will keep food, drink and magnets away from the computers and cameras.
- 2) Share the equipment and time on the computers fairly with others.
- 3) Be careful not to waste resources – I need the teacher's permission to print.
- 4) Only open another person's folder if I get their permission.
- 5) Only use e-mail and visit internet sites if I have the teacher's permission.
- 6) Not download any software or material from the Internet without teacher permission.
- 7) Be polite in all messages I write, say or display on the computer.
- 8) Only send e-mails after a teacher has checked my message and given their approval.
- 9) **Never** give my last name, address or telephone number to anyone on the Internet.
- 10) Only upload text, sound, photos or video to the internet if my teacher has given permission.
- 11) Turn the screen off immediately and tell the teacher if something appears on the screen that I know is bad or makes me feel uncomfortable, (e.g. bad language, rude pictures).
- 12) Not use information I find online and pretend it is mine.
- 13) Let the teacher know if a message appears on the screen that I don't understand so that they can fix the problem.

I have read and understood these rules and agree to follow them when using any of the school computers or cameras. I understand that if I do not follow these rules there will be a consequence, such as losing my right to use the computers.

Signed _____

Date _____



Parents / Caregivers

We have read and discussed this agreement at school. At school we do our best to keep children safe while using the Internet and e-mail. We use Watchdog, a secure network package, to access the internet. However they still have a responsibility to abide by these conditions.

Please read over this agreement, discuss it with your child and sign below to indicate that you have discussed it and expect your child to follow the rules. If you have any queries about this document please contact your child's teacher.

Signed _____

Date _____

