



Computer and ICT Acceptable Use Agreement

This agreement applies to all students from year 4 to year 8, school-wide.

As a safe user of Information & Communications Technology (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 or school office.
2. I can only use computers and other school ICT equipment for schoolwork or activities approved by a teacher.
3. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
4. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my user name, unless otherwise instructed by a teacher.
5. I will not tell anyone else my password.
6. I can only go online or access the Internet at school when the class teacher gives permission and when the class teacher is present in the room.
7. I understand that I must not, at any time, use the Internet, email or any ICT equipment to be mean, rude, offensive, or to bully, harass, or in any way, harm anyone else connected to our school, or the school itself, even if it is meant as a 'joke'. This includes texts and social networking sites.
8. While at school, I will not:
 - a. Attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language such as swearing or using God's name in a wrong way.
 - b. Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
9. If I find anything mean or rude or things I know are not acceptable at our school on any ICT, I will:
 - a. Not show others
 - b. Turn off the screen or close my laptop/notebook lid, and
 - c. Get a teacher straight away.
10. If I see another student using the computer or ICT device in a way that is not acceptable at school I will inform a teacher as soon as I can.
11. I understand that I must not download or copy any files such as music, videos, games or apps/programmes without the permission of a teacher. This is to ensure we are following New Zealand copyright laws.

12. I will not publish anything online at school (or school related web sites at home) without a teacher or parents' permission or direction. This could include anything that is; rude or violent or uses unacceptable language such as swearing or brings Maranatha Christian School or your family into disrepute.
13. I and my parent must have signed an Electronic Device Agreement & Consent Form before I bring any ICT equipment/device from home.
14. I will not connect any device (such as a USB drive, camera or phone) to school ICT or run any software, without a teacher's permission. This includes all wireless technologies.
15. Maranatha Christian School's Computer and ICT Acceptable Use Agreement applies to any ICT device brought to school.
16. Maranatha Christian School's Computer and ICT Acceptable Use Agreement applies to all students present on the school site 24 hours a day.
17. I will ask my teacher's permission before giving out or sharing any personal information online. I will also get permission from any other person involved.

Personal Information includes:

- a. Name
 - b. Address
 - c. Email address
 - d. Phone numbers
 - e. Photos
 - f. Personal profiles
18. I will respect all school ICT and will 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 acceptable computer use rules, and not joining in if other students choose to be irresponsible with ICT.
 - d. Reporting any breakages/damage to a staff member.
 19. I will not take any movies or photos of any other person without their express permission.
 20. I understand that if I break these rules, the school may need to inform my parents. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for any repair costs incurred.
 21. If I break these rules I understand any personal devices will be / could be taken away and only returned in person to me in the presence of my parents or guardians. I also understand that breaking these rules may cause disciplinary action outlined in Maranatha Christian School's behaviour management system.

Name - Parent /Guardian _____

Signature _____ Date: _____

Name of Student _____

Signature _____ Date: _____