

ICT ACCEPTABLE USAGE AGREEMENT YEAR 3-6 STUDENTS

If you use the schools online services you must agree to the following rules:

- I will use the school computers and iPads only with the permission of a teacher.
- I will follow all instructions from teachers when using school computers or iPads.
- I will not let anybody else know my password.
- I will not let others logon and/or use my logon unless it is with the teacher’s permission.
- I will not access other people’s online accounts.
- I know that I am responsible for anything that happens when my online account is used.
- I will tell my teacher if I think someone is using my online services account.
- I know that the school and the Department of Education may see anything I send or receive using email or online file storage services.
- I will make sure that my email that I send or any work that I wish to have published is polite, carefully written, well presented and is not harmful to other students (ie it does not contain material that is pornographic, racist, sexist, inflammatory, hateful, obscene or abusive in nature or which promotes illegal activities or violence).
- If I use other people’s work (including items taken from the Internet) as part of my own research and study I will always acknowledge them.
- I will obtain permission from the copyright owner for the use of their works if I include them as part of a portfolio for employment, entry for a competition or any other uses other than for private research and study.
- If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic materials, or content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.
- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- I will not damage or disable the computers, iPads, computer systems or computer networks of the school, the Department of Education or any other organisation.
- I will be mindful of the possible problems caused by sharing or transmitting large files online, and for sharing other people’s copyright online e.g. music and video files.

I understand that:

- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account;
- The misuse of online services may result in the withdrawal of access to services and other consequences may be applied; and
- I may be held liable for offences committed using online services.

I agree to abide by the Allendale Primary School ICT Acceptable Usage Agreement for year 3-6 students.

I understand that if I am given an online services account and break any of the rules in the agreement, it may result in disciplinary action including contacting my parents, taking away my ICT privileges and possibly contacting the police.

Name of Student: _____

Signature of student: _____ **Date:** _____