



# KAITAO INTERMEDIATE SCHOOL

TE KURA TAKAWAENGA O KAITAO ROTOHOKAHOKA

## ICT AGREEMENT

*This ICT agreement covers all equipment of a digital or technological nature. This includes laptops, computers, digital cameras, video cameras, projectors, external storage devices, MP3 music devices, mobile phones and MLD's.  
This form **MUST** be signed by the parent/caregiver **and** student before the student can use any ICT equipment.*

### **Rules to keep Kaitao Intermediate students and equipment safe**

- 1) *I cannot use school ICT equipment until my parent/caregiver(s) and I have signed this ICT Use Agreement and returned it to school.*
- 2) *I can only use computers and other school ICT equipment for my schoolwork.*
- 3) *If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.*
- 4) *In class time I can only use my device for schoolwork unless permitted by teachers.*
- 5) *I will not tell anyone my password or login details.*
- 6) *If I find out another person/s password, be it student or teacher I will notify my teacher or a person of authority immediately*
- 7) *I can only go online or access the Internet at school when a teacher gives permission.*
- 8) *I understand that I must not, at any time, use the Internet, email, mobile phones, MLD 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". Breaking this rule will have strong consequences for those involved.*
- 9) *While at school, I will not:*
  - a) *Attempt to search things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language.*
  - b) *Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.*
- 10) *I find anything mean or rude or things I know are not acceptable at our school on any ICT equipment, I will tell my teacher immediately so the details can be recorded.*
- 11) *I understand that I must not download or copy any files such as music, videos, games or programmes.*
- 12) *I will not connect any device bought from home onto a school computer, including memory sticks, without permission from the Network manager. In cases where a virus infects our network and procedures have not been followed, my parents may be charged for the cost of repairs to the network.*
- 13) *I will not give my personal details over the Internet including Name, Address, Email Address and/or Phone Numbers.*
- 14) *I will not take photos or videos of anyone else without prior consent.*
- 15) *I will not upload any material that is not school related to school work during school time or without permission or consent.*
- 16) *I will respect all school ICT equipment and other students' devices. I understand that my parents may be charged for damage that is proven to be the result of careless use. In serious cases the school may take disciplinary action against me.*
- 17) **Mobile Phones are NOT allowed to be brought to school.** *Under special circumstances parents can request a student to bring a phone. If permission is given the phone **MUST** be handed into the school office before 8.45am and collected at 3pm.*

*I have read this ICT Use Agreement and I am aware of the school's initiatives to maintain a cyber safety learning environment, including my child's responsibilities.*

*Please sign to confirm you agree to the above*

Name of Student: \_\_\_\_\_ Signed: \_\_\_\_\_

Name of Parent/Caregiver/Legal Guardian: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_