



# St Thomas of Villanova Parish School

## Internet and Network Services User Agreement

### Year 4 – 7 Student, Parent ICT Agreement

**Student Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

At St Thomas's School, Internet and Network Services are used to enhance learning and teaching through the provision of opportunities to communicate, collaborate, research and publish.

As a computer user at St Thomas's School I will follow these rules:

1. I will use the computers only for the tasks I am meant to be doing and I will only access information that is useful to me in my studies.
2. I will take care of the school's hardware and software.
3. I will only use the software approved by the teacher.
4. I will not inconvenience other people; for example by:
  - ✓ Printing more copies than I need
  - ✓ Downloading large files
5. I will keep my password/s to myself, and not use the passwords of others.
6. I will store my own work in my folder/file.
7. I will not look for anything that is illegal, dangerous or offensive on the internet.
8. If I accidentally come across something 'inappropriate', I will immediately click on the home or back button and inform the teacher.
9. I will only send messages that are polite and sensible. I will not use the computer to annoy or offend anyone else.
10. I will not intentionally spread viruses by e-mail or post unnecessary email.
11. I will not give out personal information such as my surname, address and phone number or that of my parents or others unless I have permission from my parents/guardians.
12. I will not publish a picture or email a picture of others or myself without first checking with the teacher.
13. If I receive messages that I do not like I will immediately tell a teacher.
14. I will only publish web pages with the teacher's permission.
15. I know that the school may check my computer files, emails and monitor my internet activities.
16. I know that the school will take all reasonable precautions to ensure that I can not access inappropriate materials but it can not be held responsible for the material I access through the internet.
17. I know that the school will not be responsible for any loss of data or for the accuracy of information I obtain through the school's computers.
18. I will not copy other people's work and call it my own, including pictures and information from on the internet and Network.

**IMPORTANT:** The school's email system is provided through Google Apps. Consequently your emails and email account details may be transferred, stored and processed in the United States or any other country utilised by Google to provide the Google Apps services. In using the school's email system you consent to this transfer, processing and storage of that information.

School personnel responsible for the email system may have the ability to access, monitor, use or disclose emails and associated administrative data for the purposes of administering the system and ensuring its proper use. In using the school's email system you consent to such access, use and disclosure.

I \_\_\_\_\_ agree to follow these conditions when I use the school computers and internet. I know that if I break these rules then there are consequences for my inappropriate behaviour.

Student Signature: \_\_\_\_\_

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

### ***Parent/Guardian Agreement***

I understand that St Thomas's School provides students with access to computer services, which may include the internet, intranet, and email to enhance learning and teaching.

I agree to (student's name) \_\_\_\_\_ using the facilities provided at the school for educational purposes in accordance with the Acceptable Use Agreement for students.

I understand that the school cannot control what is on the internet and that some materials may be objectionable. I understand that the school will take all reasonable precautions to minimise the risk of exposure to unsuitable material. Further, the school will not be responsible for any financial obligations my child incurs through misuse of the network services.

I believe my son/daughter understands this responsibility, and I hereby give my permission for him/her to access the internet under the schools rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include the loss of internet and network services access for some time, as determined by the Principal.

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Dated: \_\_\_\_\_