



Computer Usage Agreement

The following agreement covers the student's use of all I.C.T. facilities at Gisborne Intermediate School. **Students may use these facilities for class work, research, the preparation of assignments and communication.** The resources provided include computers peripherals, access to network resources, educational games and the internet. Care must be taken to ensure the resources are protected from harm and that no users are exposed to materials considered offensive or illegal. Students and parents should carefully read the conditions below. To have access to the school's ICT resources, students must agree to abide by the school's Computer Usage Agreement.

1. Only software purchased or approved by the school, and installed by the school, can be used on school equipment.
2. Software copyright is to be observed at all times. It is illegal to copy or distribute school software. Illegal software from other sources is not to be copied to, or installed on the school equipment.
3. Copyright of materials from electronic resources is to be observed at all times. This includes music.
4. Students must follow the rules posted for the use and care of the computer equipment at all times.
5. Students using the ICT facilities will be monitored. Any students not following staff instructions may have further access restricted or denied.
6. Privacy and network security is to be observed. Students must not under any circumstances access or interfere with personal files belonging to others, software or areas of the network which are not designated for their use.
7. Students need to be aware that documents and images stored in their folders will be checked from time to time by their teacher or the computer technician. Incoming and outgoing e-mail will be monitored as well.
8. Virus protection is very important. If students use pendrives or CD's or discs, to transfer schoolwork from home, work must be scanned for viruses prior to use on the school network.
9. Printing of materials of a personal nature or unassociated with school activities, is not permitted unless approval is sought from a school staff member. This may incur a charge.
10. The use of ICT facilities, specifically the Internet, is for **educational, communication and research** purposes only:
 - Deliberate attempts to look for or download and use material that is illegal or which would be thought of as offensive is not permitted. Only materials required for **school activities** as directed by teachers may be downloaded. This includes downloading of MP3's, MPEG's and other large files. If students should unknowingly navigate to a website that contains material that may be considered offensive, they must clear the screen immediately and notify the teacher.
 - Students must not use inappropriate language or harass others when communicating online.
 - Privacy and ownership of others' work and materials from web sites must be respected at all times.
 - The use of direct communications such as on-line chat facilities, video conferencing etc, must only be carried out under the supervision of a staff member, and must only be as part of **educational** on-line activities.
 - This agreement acknowledges that there are times where a student may be required to provide personal details. Such details are not to be provided by the student unless permission is given by a teacher.
 - Webmarshalling is provided to keep students safe – deliberate attempts to bypass this protection is not acceptable.

Note: Deliberate misuse of computer equipment and software or deliberate breaches of the conditions of this agreement may result in access restrictions to ICT facilities by the student(s) involved and result in discipline by school administration.





Online Publication of Student Images and School Work

Rational

The school uses a range of learning technologies to enhance student learning. These include email, and the Internet. From time to time, we publish on the school's Internet website, material for educational purposes, to share the results of learning within the school community, and to promote the school within the wider community. This may include examples of students' schoolwork and images of students and groups of students in activities related to school. Images of students may include scanned, digital, or video images of them taking part in school or class activities.

Objectives

There are three main reasons the school publishes student material online:

- a. to educate the student in accordance with the national curriculum, including the role and use of technology in society;
- b. to celebrate student success;
- c. to encourage the student to be part of and participate in the school community; and
- d. to promote the school in the wider community.

Procedure

1. The school will publish the material only on its own website and New Zealand based websites endorsed by the Ministry of Education.
2. Students' surnames, home addresses and telephone numbers will not be available on the website.
3. The school will not publish material online that may defame anyone, be objectionable from a human rights point of view, be obscene, or infringe the copyright of third parties. All the student material published online will be subject to an editing process, which will include the correction of spelling and grammatical errors.
4. The Principal or Deputy Principal will answer any enquiries from parents or students about the operation of the school's policy for the online publication of student images and work.

If you are unsure of the kind of images that may be uploaded
please check our existing photo gallery before making a decision.

Please read and sign the following forms and return to school as soon as possible, students will not be allowed computer access until this is returned.

Retain the above for your records.





GISBORNE Intermediate SCHOOL

Computer Usage Agreement

By signing this agreement and using the equipment and resources of School, the student agrees to abide by these conditions and the parent/guardian agrees to support the school to uphold them. **No Access will be allowed until signed and returned.**

Parent/Caregiver

I understand the conditions under which ICT facilities are made available and agree to those conditions. I further understand that additional explanations have been provided to my child, copies of which can be obtained from the school upon request.

I understand that my child may be accessing the Internet for educational purposes or in accordance with this Agreement. I understand that any use of facilities contrary to this Agreement, or generally, will be treated as a breach of school discipline and shall be dealt with accordingly.

The school reserves the right to vary the terms of this Agreement to accommodate unforeseen circumstances relating to the use of facilities by students. Variations shall be in writing signed by the school Principal, and shall be distributed to students and shall take effect accordingly.

Name (please print): _____

Address: _____

Signature: _____ Date: _____

Student

I agree to abide by the conditions outlined in the school's Acceptable Use Agreement. I have had this document explained to me and I am fully aware of my responsibilities with regard to the use of ICT facilities in the school.

Please Print (Student) Name: _____ Room: _____

Signature: _____ Date: _____

Online Publication of Student Images and School Work

By signing this agreement I agree to that I have read and understood Gisborne Intermediate School's policy on the Internet publication of student images and student work and the guidelines contained in the policy.

I authorise Gisborne Intermediate School to publish images of _____ on the Internet, as well as any work that he/she may create at school, in strict compliance with the school's policy for the online publication of student images and student work and the associated guidelines. I agree that this consent shall continue until I withdraw my consent by notice to the school.

I confirm I have the necessary authority to give this permission. **Yes ----- No**

PARENT/CAREGIVER

I DO / DO NOT

give consent for the above.

Parent/Caregiver

Name (please print): _____

Phone Numbers: _____

Signature: _____ Date: _____

STUDENT

I DO / DO NOT

give consent for the above.

Student

Please Print (Student) Name: _____ Room: _____

Signature: _____ Date: _____

Please read the first two pages and retain for your records - sign and return this page. Thanks.

