



COMPUTER & INTERNET USE AGREEMENT

Read this notice carefully. Then keep it so you can check with it again. That way you will not forget what it says.

These are the important rules I must follow:

1. School computers are to help me with classroom learning.
2. I will only login as myself or my class.
3. It is important to keep safe while using the Internet and Uspace. This means I must follow the schools safety rules.
4. I must be sensible when using Uspace. I know that I must not send messages which I would not want my parents or teacher to read, even as a joke.
5. I am not allowed to try and look up things on the Internet which I know are not for children. This might be pornography, or information which is dangerous. Some of it is against the law.
6. I am able to access websites from the Broomfield Website during my own time. I am unable to access any other sites unless directed by the class teacher.

I agree that:

I will take care of our computers:

- I will handle equipment carefully
 - Replacement costs are as follows
 - Desktop PCs = \$1000
 - Desktop Macs = TBA
 - Laptops (Acer) = \$1200
 - Laptops (HPs) = \$800
- I will work in an appropriate space to take care of the schools ICT equipment
- I will not use any school computer for arcade-style games.
- I will not bring software from home to use on a school computer.
- I will get permission from the teacher before I print

I will be considerate of other users:

- I will share the ICT equipment with others
- I will not deliberately disrupt the computer or the school's network.
- I will not be involved in electronic vandalism, like viruses.
- If I accidentally come across offensive, dangerous or illegal material I will immediately remove it from the screen and tell the teacher, without showing any other students.

I will look after myself sensibly:

- I will not give anyone on the Internet information about myself or others – this includes addresses and phone numbers.
- I will tell the teacher if I come across any problem.

I understand that if I break this agreement in any way I will lose the right to use computers at school. The school may also take disciplinary action against me.

PRIVACY & ONLINE PUBLISHING

Broomfield School uses a range of learning technologies to enhance student learning. These include electronic mail (email) and the Internet. We publish on the school's 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 at the school. Images of students may include scanned, digital, video images and audio of them taking part in school or class activities.

The following guidelines have been put in place covering issues of privacy in relation to online publishing:

1. The school will publish the material only on its own website and New Zealand based websites endorsed by the Ministry of Education, such as the Ministry of Education's website The Online Learning Centre – Te Kete Ipurangi (www.tki.org.nz). The school may also recommend that student work, or the whole school website, be available through Te Kete Ipurangi.
2. The school publishes student material online for the following three main purposes:
 - a. To educate students in accordance with the national curriculum, including on the role and use of technology in society;
 - b. To encourage the student to be part of and participate in the school community;
 - c. To promote the school in the wider community.
3. The school acknowledges that it cannot control who accesses the websites on which students' images or material is published for the copying, by visitors to these websites, of images of the students and their work.
4. The school will identify students on the websites only by their Christian name and year at school. Students' home address and telephone number will not be available on the website.
5. The school will not publish a student's image or work without written authorisation from the student's legal guardians. The school will immediately remove all material relating to a student from its website if requested by a legal guardian of the student.
6. 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.
7. The Principal is available to answer any enquiries from parents or students about the operation of the school's policy for the online publication of student images and work.

Our school website address is www.broomfield.school.nz



COMPUTER & INTERNET USE STUDENT CONTRACT

STUDENTS

I have read the Broomfield School Computer and Internet Rules and Agreement, and I know what the school rules are about the use of computers and the Internet. I know that if I break these rules there will be consequences:

- I will lose the right to use a school computer.
- Broomfield School may also take disciplinary action against me.

.....
Student's Name

.....
Student's Signature

.....
Date

PARENTS/CAREGIVERS

I have read the Broomfield School Computer and Internet Rules and Agreement and understand that there will be consequences if the rules are broken. I have gone over the information with my child and explained its importance. I also understand that theft or damage to equipment could result in the home receiving a bill for the cost of replacement parts or repairs.

I understand that while the school will do its best to restrict student access to offensive, dangerous or illegal material on the Internet, it is the responsibility of my child to have no involvement in such material.

I give my permission for

Student's Name

to be given access at school to computers/the Internet / Uspace.

to publish images, video, audio on the internet, as well as any work that he or she may create at school, in 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 or until my child ceases to be enrolled in the school, whichever happens first.

.....
Parent/Caregiver Name

.....
Parent/Caregiver Signature

.....
Date