



Computer Use Agreement

At Snug Primary School I agree to:

APPROPRIATE AND ETHICAL USE

- only access the internet under supervision and request permission before logging on
- use the internet to access appropriate material for school purposes only
- notify my teacher immediately if I encounter materials which are not appropriate
- ask for teacher permission before downloading material from the internet or opening e-mail attachments
- use appropriate and inoffensive language at all times
- not publish my own name, photograph or that of others on the WWW without school and written parental permission
- respect copyright (ie. I will not represent other internet user's documents as my own and will acknowledge sources of information accessed from the internet)
- be polite, use good manners and set the same good standards for behaviour
- understand that usernames and passwords are private and must not be shared.
- understand that it is an offence to use another person's username and password
- not subscribe to any web site at home or at school using my Snug email address
- Not use the internet or any information technology to "cyber-bully" or "net bully" others

REASONABLE AND FAIR ACCESS

- use the computer work stations fairly with time for all students to have a turn.
- accept that some learning tasks have a higher priority than others when using the computers
- accept that teachers and students work together to decide what are priorities for their class.
- accept that teachers will decide who will have a turn on the computer if there is a disagreement.
- share my computer skills and knowledge with other students and classes
- accept that the only games used on school computers will be those loaded by teachers.
- not play internet games
- not lock computers at any time



SAFE AND SECURE ACCESS

- only access the files in my personal folder
- treat files as the personal property of the person who owns them
- not access or change anything about other people's files or folders
- treat usernames and passwords as private and not share them
- not use another person's user name and password as it is an illegal offence
- always log off the computer when I finish using it.
- teachers only will download Apps



CARE AND MAINTENANCE

- not eat or drink when I am using or close to a computer
- keep foreign bodies (e.g. metal) away from the computer
- only use CD-ROMS and games provided by the school
- only use disks provided by the teacher, not disks and/or e-mail attachments from home.
- never change the configuration, including the control panel settings, on any of the school computers, unless directed to by a teacher
- report misuses of computers and other technology, including internet and e-mail, to teachers
- report problems with the computer equipment to my teacher
- not interfere with the operation of the network
- 'shut down' at the correct time and in the correct manner



COMPUTER USE AGREEMENT

STUDENT'S NAME :

2016 CLASS :

PARENT CONSENT

I give permission for my child to receive access to the school's information technology (e.g. computers, printers, cameras etc). I have read Snug Primary School's Computer Use Agreement.

I understand that although the school has taken reasonable precautions to ensure that inappropriate material is not accessed through the internet, it is not possible to completely eliminate the possibility of exposure to such materials.

Relationship to student : Date :

Parent / Guardian signature :

STUDENT USER AGREEMENT

Students should complete this form and return it to their teacher. This agreement shall remain in effect for the 2016 school year or until either party terminates it by notification in writing.

I have read Snug Primary School's computer use policy and agree to abide by it. I understand that although I have a right to use information technology for my education, if I misuse it my access can be withdrawn

Date: Student's Signature:

SIGNATURE OF CLASS TEACHER:

I give permission for this student to receive access to Snug Primary School's information technology.

Computer Use:

