



Developing our Children's Minds
Guiding our Children's Hearts

GUIDELINES FOR ACCEPTABLE USE FOR COMPUTERS AND THE INTERNET

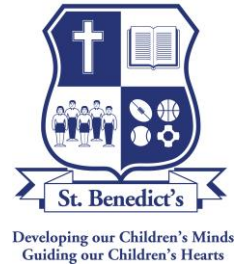
POLICY 5 GUIDELINE 15

'Misuse of the system or information on it may result in disciplinary action or prosecution'

- The computers and Network facilities of St Benedict's School are a resource to assist in the learning, teaching and research for both staff and students, and also for the efficient running of the school.
- Access to and use of these facilities must be for educational purposes and within the charter objectives of St Benedict's School.
- While using the computer facilities of the school, students and staff are representing the school, regardless of how or when they are connected to the school network system.
- The school network system records and logs what files are accessed. The administrator reserves the right to inspect and report on files and emails including those that have been hidden or deleted or remain in a cache.
- Receiving or transmission of any material in violation of any NZ regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or objectionable material or materials protected by trade secret.
- Users can not expect the right to privacy when using the system or any of its hardware.
- Users shall not intentionally seek information on, obtain copies of, modify files or other data, or seek passwords that belong to other users, or misrepresent other users on the network.
- Gaining unauthorized access to the system programmes or computer equipment is prohibited.
- Vandalism is defined as any malicious attempt to harm, modify or destroy computer hardware, software, and data on the Internet or the Intranet. This includes, but is not limited to the deliberate uploading or creation of computer viruses.

The following procedures should be adhered to;

1. Students who use the Internet must have the permission of the teacher.
2. Staff and students must be taught to follow exactly the protocols for computer use.
3. Internet and email use should always be purposeful and relate to learning.
4. Publication on the web must meet the school's publishing standards.
5. The Internet is not to be used at any interval without the presence of a teacher.
6. Online safety is communicated to parents and students.
7. The school protocols for the use of the Internet must be agreed to in writing by parents and students annually by signing contracts.



ST. BENEDICT'S SCHOOL
Use of Electronic Equipment at School

INTERNET SAFETY and COMPUTER USE AGREEMENT

1. I will not give anyone on the Internet any personal details about my family or myself unless I have my teacher's permission. This includes my full name, address, phone number, the name of my school and where people in my family work. I will never send anyone on the Internet my photo unless I have my teacher's and my parents' or caregivers' permission.
2. My communication will be appropriate and show respect for others at all times.
3. I will only access shared files and edit other files with permission.
4. I agree to tell my teacher if I come across anything on the Internet that frightens me or makes me feel unsafe or uncomfortable, or I know is inappropriate.
5. I will only use instant messaging programmes, webmail services (e.g. Hotmail, Gmail), social networking sites (e.g. Facebook), video sharing sites (e.g. YouTube) or online gaming sites with teacher permission.
6. I will be online only while a teacher is present.
7. If I bring my own data storage devices (USB key) to school I may use it but not install data from it without permission.
8. I will not interfere with digital device set ups in any way, including tampering with hardware, software or cabling, or altering screen savers or desktop backgrounds.
9. I understand that the school administrator reserves the right to inspect student files / email as well as files that may have been hidden, deleted, or which remain in a cache.
10. If I damage any computer equipment, or notice it has been damaged by others, I will tell my teacher immediately.

CELL PHONE & ELECTRONIC DEVICE USE AT SCHOOL AGREEMENT

We do not encourage cell phones, tablets or devices at school as all students have open access to their own telephone in the school foyer. However we recognize that in some situations a cell phone is required for after school arrangements and the like. Therefore we wish to control their use by instigating the following agreement.

If students bring their cellphones, tablets or other devices to school, they need to follow the following guidelines.

1. I will have my device fully switched off during class time. I will ask the teacher if I need to use it during morning intervals and lunch times.
2. I will use my cell phone or device for important messages only, and never in a way that may cause distress to others.
3. If I break these rules, my device will be confiscated and will only be returned when my parents come up to school to get it.

Consequences:

I understand that if I misuse the school computer system or use a cell phone inappropriately, in any way, it may result in cancellation of privileges and use at school.

Signature _____ Student's name _____

Signature _____ Student's name _____

Signature _____ Student's name _____

Signature _____ Student's name _____

Date _____ 2013

PARENT OR GUARDIAN AGREEMENT

As a parent or guardian of this student, I have read the *Use of Electronic Equipment at School Agreement*. I understand that this access is designed for educational and safety purposes. I acknowledge that, while St. Benedict's School will take due care to oversee the websites that my child will access and have precautions to restrict access to unsuitable sites in place, it is impossible for the School to monitor all eventualities, and I will not hold the School or any of its staff members responsible for materials distributed to or acquired on the network. Further, I accept responsibility for supervision when my child's use of downloaded material is not at school. I give my permission to allow Internet access for my child, their work and first names, videos and photos to be published in a school blog or website. I understand and support the rules concerning use of cell phones and other electronic devices at school.

Parent or Guardian Name: (Please print) _____

Parent or Guardian signature: _____

Date _____

Please return to the School Office as soon as possible