Prep/ One Agreement

Computer:
- I will only access the computers with my own login and password, which I will keep secret
- I will use the computers and other ICT tools with care.
- I will always follow my teacher’s instructions

Grade 2-6 Agreement

Computer:
- I will always follow my teacher’s instructions
- I will only access the computers with my own login and password, which I will keep secret
- I will use the computers and other ICT tools with care
- I will not access other people’s files
- I will only use the computers for school work and homework
- I will not bring in USB sticks or CD Roms from outside school and try to use them on the school computers without teacher permission.

Internet:
I have the right to use and learn about the Internet but I have the responsibility when using it to follow the Internet rules to keep myself and others safe.

Therefore I will:-
- Only use the Internet for school work and homework
- I understand that copyright rules apply to the Internet and I will not copy information from the Internet and present it as my own work.
- Never give personal details about myself or others to anyone on the Internet (including names, addresses and phone numbers)
- Tell the teacher if anyone asks me for any personal information
- Never post negative or personal comments about another person on the Internet
- Never agree to meet with someone I have spoken to on the Internet
Not download programs onto school computers

Tell a teacher immediately if I see something unpleasant or I am unhappy with

Tell a teacher immediately if I receive messages I do not like

I understand that the school may check my computer files and monitor the Internet sites I visit.

**Email:**

I have the right to learn about the use of email but I have the responsibility when using it to follow the Email Guidelines to keep myself safe.

Therefore I will:-

- Always follow my teacher's instructions
- Only use my email for school work
- Only open emails from people I know
- Only send emails to people I know
- Not give my email address to anyone I do not know
- Read my messages twice before sending
- I will not reveal my personal information e.g. Address/phone number or that of other students.
- Tell the teacher if anyone asks me for any personal information
- Ask permission before forwarding or copying other people's messages
- Think carefully about the language I am using so not to offend
- Tell a teacher immediately if I see something I am unhappy with
- Tell a teacher immediately if I receive messages I do not like

I understand the above rules for using the internet/ email and the school computers. I agree to follow the rules and if I don't follow them I know that I may be disciplined including the loss of privileges.

Student Name:.......................................................  Grade:...........................................................

Signed:.......................................................................

Parent/ Guardian Signature..........................................................

Date:.........................................................