



## Student ICT Use Agreement

As we educate our students for a rapidly changing world, we at **International School Suva** believe it is important for our students to learn how to use ICT constructively and responsibly. Our goal in providing access to the Internet is to promote educational excellence by facilitating resource sharing and communication.

Although the Internet is of significant educational value, care needs to be taken with its use in order to utilize it efficiently, effectively and appropriately.

The use of the Internet at **International School Suva** will be developed as part of the students' learning program. This will be carried out as far as is reasonable, under the direct supervision of and instruction by a teacher or in a supervised environment such as the school library or classrooms.

Due to the size and dynamic nature of the Internet, many kinds of materials, some unsuitable for young people, find their way onto the system. Whilst the school will take all reasonable precautions to prevent inappropriate materials being accessed, and all sites visited by all users at the school are monitored and recorded, responsibility for their internet usage also lies with the student.

Each student/family will have different views about access to all material on the Internet and the use of e-mail. Thus, it is important that families read and discuss the Student ICT Use Agreement together. This agreement, below, must be signed by both students and parents/guardians and returned to the School.

### **As a user of International School Suva computer network and/or devices:**

- I realize that access to the Internet/device is a privilege not a right. I accept that inappropriate use of the Internet/device will lead to penalties. The severity of the penalty will be determined by the Head of School or the Principal in consultation with the IT Manager.
- I realize that the use of the School's Internet/device access is for educational purposes. I will not use the Internet/device to access unacceptable material. If I happen to find material that is inappropriate, I will notify the teacher-in-charge immediately and not share or identify the location of this material to other students.
- I will not harm the computer or network by deleting or corrupting files or applications, by downloading files and software programs without authorization or by introducing computer viruses etc.
- I will not harm the computer systems by deliberately damaging or removing any parts of the equipment without permission.
- I realize that I am a representative of **International School Suva** when I am on the Internet. I may be alone with the computer, but what I say and do can be viewed globally. I will therefore be polite and use appropriate language.
- I will use the Internet/device safely by not giving out personal information that I would not want any stranger to have, such as my name, address, phone number, birth date, student number, school attending, or any other "bio-data".
- I will ensure any equipment borrowed from the school is returned in a timely manner and report any damage or malfunction immediately.
- I will ensure that any personal storage or computing device that I bring to use at school is free from viruses or applications that may cause harm to the school network.
- I will not break copyright laws and/or redistribute another's work nor will I use another person's work without correctly acknowledging them.

- I will log-on using only my “username” and I will keep my password secret. I will not use a computer that has been left logged on by mistake.
- I will not save any games, programs or inappropriate files in my drive, on the network or on the local computer.
- I will not download games, pictures, music or content not related to my school work from the internet.
- I will come to the library to work and not to play computer games or for entertainment. I realize many games can and do corrupt settings on the networked computers making them unusable for students and teachers wishing to do work.
- I will not interfere with the work, files or the computer of any other student or teacher.
- Lost property – I will hand in any property I have found to one of the staff.
- I will not visit any inappropriate websites (e.g. pornography, violence etc.)
- I will not send inappropriate, offensive, snail/chain email messages or chat messages or engage in cyberbullying and will report any such activity to my teacher.
- I will not engage in ‘Sexting’ (the sending, receiving, distributing or requesting of sexually explicit messages, photos or videos).
- I will ensure that my online interactions are respectful and not impact my good standing as a student at ISS or negatively impact the ISS community.
- I understand and agree that my school account is the property of **International School Suva**. It can be audited or cleared at any time as part of Network Security and maintenance.
- I understand and agree that I am responsible for any damage that is caused to the device and liable to pay the amount determined by the Head of School or Principal, in consultation with the IT Team.

**PENALTY:** The consequences of engaging in inappropriate use of the Network will vary according to the seriousness of the breach. Students breaking this agreement put their use of ICT resources at risk.

**Student Agreement:**

I accept the conditions of the Student ICT Use Agreement at **International School Suva**

Student Name: \_\_\_\_\_ Year Level: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parental Consent:**

I **do give/do not give** (*please cross one out*) permission for my son/daughter to use the ICT resources and devices in accordance with the conditions of the Student ICT Use Agreement.

**Parent/Guardian Name (please print):** \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the above consent form to the Advisory Teacher. Access to the School’s Internet service will not be given unless this permission slip is returned.