



Student IT Use Agreement

Appropriate Use of Digital Learning Resources Guidelines and Conditions for Students

St Margaret's College provides extensive IT network services and digital learning related equipment to enable you to enrich your educational experience. It is your responsibility to use both your own digital learning equipment and St Margaret's equipment and services safely and with respect to all others.

Digital Learning Resources

Digital Learning (IT) equipment and services are defined as any electronic device that stores, communicates, prints or records data and any device or system that transmits, transfers or broadcasts data. e.g. phones (landline and cellular), cameras, computers, printers, faxes, phone systems, servers, wireless routers, network switches and cabling, USB devices, iPods, iPads, televisions, remote controls and laser devices.

Your own personal devices while at school or being used as part of your St Margaret's education and all St Margaret's College devices and equipment are covered in this policy.

Safe Experiences

St Margaret's College is passionate about your safety and while you are in our care we will work hard to keep you safe. As a student of St Margaret's College, you must respect our desire to protect our good name and reputation within the wider community. Thus, you will not use technology in any way that negatively affects the reputation of St Margaret's College.

As a student you will act responsibly with usernames and passwords, treat all equipment with care and use technology in an appropriate manner.

Cyber Citizenship

A good citizen is someone who upholds and respects the rules and laws of their country. Good citizens uphold the morals and guidelines of their country and show care and consideration for others. A good citizen respects other people's property, privacy and their right to be different. A good cyber-citizen does all these things in cyberspace.

On the next page are the expectations that we have of our students as good cyber-citizens.

Please:

- Read each expectation
- Tick each box beside each expectation agreeing to it
- Name, sign and return this document to your daughter's tutor.

St Margaret's College Student IT Use Agreement

Looking after yourself

- I will choose online names that are suitable and respectful.
- I will only invite people I know in the real world to be my friends online.
- I will only visit sites that are appropriate, respecting the rules that websites have about age. I understand that some sites are only for adults. If I'm not comfortable showing my parents my online content, then I understand that I shouldn't be there.
- I will set my privacy settings so that only the people I know well can see my photos and personal information.
- I will only put information and photos online that are appropriate and not suggestive.
- I will tell a trusted adult if anything happens online that makes me feel uncomfortable.
- I know that anything I say online is public, permanent and can easily be spread to others with or without my knowledge.
- I will select strong passwords, change them regularly and not tell others my passwords.
- I will not upload photos of myself online which may negatively impact on the reputation of St Margaret's College.

Looking after others

- I will show that I care about others by not sending inflammatory messages or forwarding messages, photos or images that are unkind, untrue or inappropriate.
- I will not get involved in conversations, whether through the use of texting, posts on websites or any other medium that are unkind, untrue, mean or bullying. I also understand that the College may investigate inappropriate conversations if they negatively affect another student or staff member or the College.
- I will inform a trusted adult if I see any conversations that are unkind, mean or bullying towards others.
- I will show respect to others by avoiding sites that show people behaving inappropriately, illegally and might be racist, bigoted or unkind.
- I will respect other people's privacy and abide by NZ law by not accessing other peoples online spaces.
- I will not create content or post photos online that may have a negative impact on the reputation of others or St Margaret's College

Looking after property

- Breaching NZ Copyright Law occurs when you use electronic equipment to carry out such actions as downloading, sharing or copying music, games, movies, which you have not legitimately purchased. I agree not to share music, movies, games and other software with others and I am aware that in doing so I would be breaching NZ Copyright Law. I understand that if I use the St Margaret's College IT network to do so, then I am breaching not only NZ Law but also school rules.
- I agree that if I borrow an IT device from another person, and it is returned damaged, that I am liable for the repair or replacement costs of this device. If I borrow a device from someone and it is faulty, I will immediately notify them.
- I will look after other people's websites by acting appropriately when I visit them, by not making changes or vandalising them and by reporting anything inappropriate that I see on the site.
- I will keep my laptop secured in my locked locker when it is not required.
- I understand that stmargarets.school.nz email accounts are considered school property. Therefore, if the need arises, my email account can be accessed on the request of a school Dean or member of the school Leadership Team
- I understand that my Internet use at St Margaret's College is monitored and tracked by software. Therefore, if the need arises, my online activity can be accessed at the request of a school Dean or member of the school Leadership Team.
- I will not abuse the Internet access that St Margaret's College provides through excessive downloading/uploading of files or excessive viewing of online videos. I understand that excessive data usage will result in my Internet privileges being revoked.

Student's Name _____ Date _____

Student's Signature _____

Parent's Signature _____