



ICT Contract

These rules will keep everyone safe and help us to be fair to others:

1. I will only use the school's computers for schoolwork, homework and as directed.
2. I will not bring files into school (on removable media or online) without permission or upload inappropriate material to my workspace. I will only edit or delete my own files and not view, or change, other people's files without their permission.
3. I will keep my logins, IDs and passwords secret.
4. I will use the Internet responsibly and will not visit web sites I know to be banned by the school. I am also aware that during lessons I should visit web sites that are appropriate for my studies.
5. I will only e-mail people I know, or those approved by my teachers.
6. The messages I send, or information I upload, will always be polite and sensible.
7. I will not open attachments, or download a file, unless I have permission or I know and trust the person that has sent them.
8. I will not give my home address, phone number, send photographs or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.
9. If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will save it and talk to a teacher / trusted adult.
10. I am aware that some websites and social networks have age restrictions and I should respect this.
11. I am aware that my online activity at all times should not upset or hurt other people, or damage the reputation of the school, and that I should not put myself at risk. I have read and understand these rules and agree to them. If I am found not to be following these rules I can be denied access to the computer network for a time to be decided by the school. I also understand that there may be further action depending on the nature of the offence.

Student Name (print): _____ Signed _____ Date _____

Parent/Guardian Name (print): _____ Signed _____ Date _____



Mobile Phone and Mobile Devices Agreement

Rationale:

Mobile phones and electronic equipment can be valuable items and might be vulnerable to damage, loss or theft. Mobile phones and electronic equipment can pose problems in school with regards to discipline and potential bullying and cyber bullying. Even when apparently silent, the use of mobile phones for texting purposes could be distracting in terms of classroom discipline. It is our responsibility to provide a safe and secure environment in which the entire school community (students, parents and staff) are safe from images being recorded and inappropriately used.

In the light of this rationale, students are advised that:

1. Mobile phones must not be used on school premises by students in school hours (including lunchtime, morning break, and after school activities). Students should switch off mobile devices and hand them into staff immediately on entering the premises.
2. If parents need to contact their child or pass on a message to them during the school day, they should contact the School Office and not their child's mobile device. Alternatively, if a child needs to contact their parents, they may use the telephone in the School Office. Such calls, however, should only be made in an emergency.
3. Students remain responsible for their own property and will bear the responsibility of any losses should they choose to bring a mobile phone to school.
4. Students who use a mobile or other device on school premises without permission or in the main body of the school grounds will be required to hand over their phone to a member of staff and additional action may be taken.

We agree to the terms and conditions of this mobile phone agreement.

Student Name (print): _____ **Signed** _____ **Date** _____

Parent/Guardian Name (print): _____ **Signed** _____ **Date** _____