



ICT Acceptable Use Agreement

The following agreement covers the student's use of Internet, intranet, portal, network and e-mail. Palmerston Christian School provides all students enrolled at the School with Information Communication and Technology (ICT) facilities for educational use. Students may use these facilities for class work, research, the preparation of assignments and communication. Care must be taken to ensure the resources are protected from harm and that no users are exposed to materials considered offensive or illegal. Students should carefully read the conditions below. To have access to the School's ICT resources, students must agree to abide by the School's Acceptable Use Agreement.

1. Students must **follow the rules posted** for the use and care of ICT Resources at all times.
2. Students may only use the ICT Resources **under direct supervision of staff** and for class work, research and preparation of School based assignments and communication. **They are not to be used for personal benefit.**
3. All students must **log off** when leaving a computer.
4. ICT Resources should **not be used to disrupt a class** through sending messages or through any other means.
5. Students who bring data from non-School computers must ensure that it is **virus free** and downloaded to PCS/NTCSA ICT Resources only with the **specific permission of the appropriate staff member.**
6. Care must be taken to ensure **resources are protected** from harm.
7. Students must not purposely engage in activity, transmit or store data that may **degrade the performance of ICT Resources.**
8. Students must **report any weaknesses** in School computer security and any incidents of possible misuse or violation of this agreement to the proper authorities by contacting a staff member.
9. Students must not download, install or run programs, viruses, worms or utilities that reveal or **exploit weaknesses in the security** of a system or degrade the performance of ICT Resources.
10. Students accept that, while the School will take reasonable steps to ensure students are not exposed to inappropriate material while using the ICT resources, **there may still be materials accessible on the internet that would be considered offensive** contain inaccurate or misleading information or include hostile programs.
11. Electronic files created, sent, received, or stored on School ICT Resources re **not private** and may be accessed by Association/School IT employees at any time for security and efficiency monitoring without knowledge of the ICT Resources user.
12. The School will **not be liable for missing, misdirected or lost e-mails or files.**
13. Students should **only access data and equipment that they are authorised to access** and must not attempt to access any another data or programs.
14. Students should ensure the **security of their accounts** and must not share their account or password.
15. Transmission, display, printing, or storage of any material through the **fraudulent use of another person's password** is not permitted.

16. Only software purchased or approved by the School, and installed by the School, can be used on School equipment.

17. Students must **respect the ownership of intellectual property** by not making, distributing or using unauthorized copies of **copyrighted software**. All commercial software used on computer systems must be supported by a software license agreement that specifically describes the usage rights and restrictions of the product.

18. Students are required to **comply with all Territory, Federal and International laws** that apply to the use of Association/School resources.

19. Students will **not use unauthorized e-mail software**; create, store, or forward **chain letter, junk mail** or similar; or send **excessively large messages** that may degrade the performance of ICT Resources.

20. Printing of material of a personal nature, un-associated with School activities, is not permitted unless approval is sought from a School staff member. This may incur a charge.

21. The use of ICT facilities, specifically the Internet, is for educational, communication and research purposes only:

- Deliberate attempts to look for or download and use material that is illegal or which would be thought of as offensive is not permitted. Only materials required for School activities as directed by teachers may be downloaded. This includes downloading of MP3's, MPEG's and other large files. If students should **unknowingly navigate to a web site that contains material that may be considered offensive, they must clear the screen immediately and notify the teacher.**
- Students must not use inappropriate language or harass others when communicating online.
- Privacy and ownership of others' work and materials from web sites must be respected at all times.
- The use of direct communications such as on-line chat facilities must only be carried out under the supervision of a staff member and must only be as part of educational on-line activities.
- This agreement acknowledges that there are times where a student may be required to provide personal details. Such details are not to be provided by the student unless permission is given by a teacher.

Note: *Deliberate misuse of computer equipment and software or deliberate breaches of the conditions of this agreement may result in access restrictions to ICT facilities by the student(s) involved and result in discipline by School administration.*

By signing this agreement and using the equipment and resources of Palmerston Christian School,, the student agrees to abide by these conditions.

Disciplinary Action

A student who violates Association/School rules and policies may be referred to the Principal for disciplinary action which may include loss of School ICT Resources access privileges, suspension or expulsion or even criminal penalties if appropriate.

Students and Parents: By signing this agreement and using the ICT Resources of NT Christian Schools Association and Palmerston Christian School, the student agrees to abide by these conditions and those set out in the *Acceptable Use of Information Resources Policy*.

Student's Name (Please Print): _____

Signature: _____

Class: _____ Date signed: ____ / ____ / ____

Parent's Name (Please Print): _____

Signature: _____