



# Mairehau High School

440 Hills Road, Christchurch 8052, New Zealand. Telephone 64-3-385 3145, Fax 64-3-385 3143

Email: [admin@mairehau.school.nz](mailto:admin@mairehau.school.nz)

## Student Computer and Internet Use Agreement

### I understand that:

- I must keep my password secret and that I will be liable for any damage that occurs while logged in under my name.
- I must always log out of a computer when I have finished working and I must not leave a computer unattended.
- The only purpose for school computers and other Information Technology resources is to support teaching and classroom learning as directed by my teachers.
- I must only log on as myself to the school computers unless directed otherwise by a teacher.
- The school will do its best to keep me safe while using global information systems such as the computer and the Internet and filtering software has been installed to restrict access to certain sites.
- I know that I am **not permitted** to access or create material through the school Intranet or Internet which is offensive (eg pornographic), dangerous, inappropriate at school, or illegal\*
- I am **not permitted** to bypass the filtering software to access blocked websites
- I am forbidden to pass on such material by emailing, copying, storing, printing or having it on screen.
- If I use e-mail at school, I am **not permitted** to send or forward any messages or attachments or other material which are offensive, dangerous, inappropriate at school, illegal\* or in breach of another person's privacy.
- I may use the Internet unsupervised only if I have agreed to the Student Computer and Internet Use Agreement.
- With the current systems set up to access the network, a record is kept of which sites are visited, who has visited them and from which terminal.
- If deemed necessary, auditing of the school computer system could include all aspects of its use including personal network storage folders.
- Any information I hold or process on the school computer network system is able to be disclosed under the Official Information Act.
- Discipline action may follow if I break the terms of this agreement.

*Students: \* Please ask your parent/caregiver/teacher if you need any of these terms explained to you.*

### I understand how important it is to:

1. **Take care of Information Technology resources, such as computer and the Internet.**  
Be careful with equipment and furniture.  
Respect the copyrights on software that prohibit copying.  
Use only school software on school computers.  
I will report any problems with computer hardware to a teacher.
2. **Be considerate of other users.**  
Share available equipment.  
Be careful not to waste computer resources, eg paper.  
Avoid disruption of the running of any computer or network.  
Take care not to scan or display graphics, record or play sounds, or type messages which could cause offence to others.  
Remove immediately from the screen any material that would not be allowed at the school which I accidentally come across, and tell the teacher right away.
3. **Be responsible for privacy and security.**  
I will not give anyone on the Internet information about myself or anyone else – this includes address, phone number, photograph or credit card information.  
I will use a memory stick only to backup work or take it to or from home.  
I will tell a teacher if I come across a virus or security problem.

When you have read this form please tick the appropriate box on the enrolment form.