# Responsible Use of ICT Agreement

**To the student and parent / caregiver, please:**

1. **Read carefully** the Te Aratai College Responsible Use of ICT Agreement.
2. **Sign the appropriate section on this form.**

**We understand that Te Aratai College will:**

- Do its best to keep the school safe. This includes working to restrict access to inappropriate, harmful or illegal material on the internet or school ICT equipment/devices at school or at school-related activities, and enforcing the responsible use rules and requirements detailed in the use agreement.
- Keep a copy of this signed use agreement form on file.
- Respond appropriately to any breaches of the use agreement.
- Provide members of the school community with education designed to complement and support the responsible use agreement.
- Welcome inquiries from students or parents/caregivers about issues around the responsible use of ICT.

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**Section for student**

**My responsibilities include:**

- I will read the Responsible Use of ICT at Te Aratai College Agreement carefully.
- Making sure my device is fully charged each day.
- I will follow the responsible use rules and instructions whenever I use the school's ICT, or privately owned ICT, on the school site or at any school-related activity, regardless of its location.
- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community.
- I will take proper care of school ICT. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement.
- If I bring my own ICT devices (including cellphones/smart phones/laptops, etc.) onto school property, I will take full responsibility for their safety. The school takes no responsibility for damage or theft.
- If another person uses my device or a school device I am logged into, the student whose device it is, is responsible for ensuring the device is used properly.
- I will keep the Responsible Use of ICT at Te Aratai College document somewhere safe so I can refer to it in future.

**I have read and understood my responsibilities and agree to abide by the Responsible Use of ICT at Te Aratai College Agreement. I know that if I breach this use agreement there may be serious consequences.**

**Name of student:** ……..

**Signature:** …….. **Date:** ……

**Section for parent/caregiver**

**My responsibilities include:**

- I will read the Responsible Use of ICT at Te Aratai College Agreement carefully and discuss it with my child so we both have a clear understanding of our role in the school's work to maintain a safe ICT environment.
- I will encourage my child to follow the responsible use rules and instructions.
- I will contact the school if there is any aspect of this use agreement I would like to discuss.
- I will endeavor to provide my child with a device and will ensure it is clearly named (engraving is recommended).
- I will ensure that my child understands the value of the device they bring and respects it.
- I will record and store the serial number of the device at home.

**I have read this Responsible Use of ICT at Te Aratai College Agreement and am aware of the school's initiatives to maintain a safe learning environment, including my child's responsibilities.**

**Name of parent:** **……**

**Signature:** **……** **Date:** **……**

***Please note: This agreement will remain in force for the duration of your child's enrolment with Te Aratai College. If it becomes necessary to add/amend any information or rule, parents will be advised of this in writing.***