

Digital Citizenship & On-Line Safety Agreement

As a student at St. Patrick's College, Wellington I agree to abide by the following rules when using digital devices at the College. I understand that these rules apply to using a chromebook, computer, laptop, tablet, mobile phone, or electronic device of any sort while at school.

1. I will have my own user name. **I will log on only with that user name.** I will not allow anyone else to use my user name.
2. **I will not tell anyone else my password** and I am responsible for any activity that occurs on an electronic device under my log in.
3. I will not have any involvement **with any ICT material or activity which might put myself or anyone else at risk** (e.g. bullying or harassing).
4. I understand that I must **not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone** connected to the school, or the school itself, even if it is meant as a joke.
5. **I will not access, or attempt to access, inappropriate,** age restricted, or objectionable material.
6. **I will not make any attempt to get around or bypass security, monitoring and filtering that is in place at school.**
7. I understand that I must **not download any files** such as music, videos, games or programmes without the permission of a staff member.
8. **I will not connect any device** (such as a USB drive, camera or phone), or attempt to run any software on school ICT **without a staff member's permission.** I acknowledge that the extent to which I use a digital device in the classroom is determined by the teacher and that this may vary widely from class to class and teacher to teacher.
9. **I will ask a teacher's permission before giving out any personal information** (including photos) online about myself or any other person.
10. **I will take full responsibility to look after my own ICT equipment** and I understand that the College is not responsible for any damage or loss that may occur to any digital device I may bring to the College.

11. **I will make every effort to ensure that my behaviour in no way jeopardises the learning of others**, or interferes with their digital devices. This means respecting the physical and emotional safety of other students.
12. I will be careful **not to do anything which may put the safety of other students' equipment at risk**. This includes their personal device, bags, lockers and other personal items.
13. I also **understand that my family may be charged for repair costs** if my actions have damaged the ICT property of other individuals.
14. **I understand that the school may monitor material sent and received** using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
15. I understand that **access to 'social networking' sites like Facebook is not to be accessed** using the College ICT network.
16. I understand that if **I break these rules, the school may inform my parent(s)**. In serious cases the school may take disciplinary action against me.
17. **I understand that inappropriate use may result in confiscation** of the device, by the College. You may also be banned from accessing the College computer network. You are also reminded that your parents have the option of confiscating your device if they are unhappy with the manner in which you use it.
18. **I will not plagiarise works** that are found on the internet, or from any other source.
19. **I will report any mis-use** of the system to a staff member.

In Summary

When using your personal device or any ICT equipment in the College, always remember to be sensible and positive in your actions. You need to have good self-management skills and not to abuse the privileges and facilities which have been provided to you. If you abuse your privileges, you are likely to lose them.

Be aware that applications (ie YouTube) linked to your school Gmail account may become inaccessible upon leaving school. It is recommended that any personal applications should be linked to your personal account.

Tear off & Return this slip to your Tutor Teacher

I have read the Digital Citizenship and On-line Safety Agreement. **I understand and agree to adhere to the agreement.**

Name (printed): _____ Tutor Group: _____ Year: _____

Signature: _____ Date: _____