Lyall Bay School ICT User Agreement 2026

Use of ICT and the internet at school is only allowed if this form is signed and returned.

The ICT Agreement covers all equipment of a digital or technological nature, e.g., Chromebooks, iPads, Desktop Computers, all other electronic devices and the internet. It also includes the responsible use of programs and apps like Office 365 and other learning programs that each child will have access to.

Responsible Computer Use Student Agreement:

When using information & communications technologies (ICT) at Lyall Bay School I will always be a good digital citizen. **This means that I agree to:**

- **Be Responsible** by only accessing their own accounts and keeping passwords private
- **Be Respectful** by using kind and appropriate language online
- **Be a Learner** by making positive choices when using digital tools

- **Respect** school equipment by being careful with devices or computers. I will look after school ICT equipment by:
    - Not leaving a device on the floor or having food/drink nearby
    - Not intentionally disrupting the smooth running of any school ICT systems
    - Telling a teacher about anything wrong or damaged
- **Responsible** Use ICT to communicate with others in **responsible** and **positive** ways.
    - ⊄ Use only my Lyall Bay School email, One Drive and HERO account at school or when completing schoolwork at home.
    - ⊄ Immediately report any rude or dangerous material that I accidentally come across to a teacher.
    - ⊄ I am not allowed to message my friends and/or parents during the school day, without the teacher's permission.
    - ⊄ I will keep my passwords, profiles and user names to myself. I must log out of all programs when finished.
    - ⊄ I will not put my personal information online. Personal information includes: name, address, email address, phone numbers, photos
    - ⊄ Cellphones , smart watches etc, brought from home go into the office immediately when I get to school and collect it at the end of the day.
- **Learning** I will only use the internet for the purpose of learning.
    - ⊄ I will only access sites that a kaiako has prepared for learning
    - ⊄ I will produce work using my own thinking and recording
    - ⊄ I am not allowed to access AI tools using my school account or school devices

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I have read the Responsible Computer Use Agreement and I know what the rules are about the use of computers and the internet at Lyall Bay School.

I understand that by signing this agreement I am agreeing to stay true to using all digital equipment and programmes as outlined here.

Name: _____ Hub: _____

Signature:_____ Date:_____

Responsible Computer Use Parent Declaration:

I understand that Lyall Bay School is supporting students as they learn the skills required to become successful digital citizens. Our school defines a digital citizen as someone who;

- is a confident and capable user of ICT
- uses technologies to participate in educational, cultural, and economic activities
- uses and develops critical thinking skills in cyberspace
- is literate in the language, symbols, and texts of digital technologies
- is aware of ICT challenges and can manage them effectively
- uses ICT to relate to others in positive, meaningful ways
- demonstrates honesty and integrity in their use of ICT
- respects the concepts of privacy and freedom of speech in a digital world
- contributes and actively promotes the values of digital citizenship

I know that if my child makes choices or behaves in ways that don't align with the Lyall Bay School expectations to be a good Digital Citizen, there may be outcomes that the school will talk about with me.

I understand that the school provides access to the internet and other communications technologies because it believes that they enhance the teaching and learning process.

I understand that the school encourages responsible behaviour by students when using technology to help protect themselves and each other from experiencing harm online.

I have read the Student Agreement (opposite side) and have talked with my child about what it means to them. I am happy that my child understands what this means, and that they are capable of working within the guidelines.

I am aware that students can experience challenges when using technology, but that the school makes every effort to support students to manage those challenges effectively. I understand that by learning to deal with them in a safe environment with the appropriate support they will be better prepared to deal with those challenges in the future.

If I have questions or concerns about the way in which technology is being used by my child at school, I know the school is happy to discuss this with me, and I am aware that I am welcome to do this at any time.

Name:
Signature: Date: