



# Staff ICT User Agreement

## Tokomaru School

*Honesty Respect Responsibility Perseverance*

*Harakore Manawanui Haepapa Whakautē*

### User Agreement

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

### Staff Agreement:

1. I agree to use the schools ICT equipment correctly and responsibly.
2. I agree not to produce or spread hurtful images or text.
3. I agree that all emails I send will be constructive, informative, or inquiring the interest of the receiver and myself.
4. I agree not to give out others personal information such as names, addresses or telephone numbers (without prior permission).
5. I agree not to deliberately access information from or post anything on the Internet that would bring Tokomaru School into disrepute.
6. I agree that I will immediately inform the Principal and/or BOT if I come across any material that is inappropriate or makes me feel uncomfortable.
7. I agree that I will not access anyone else's folders or information on the school network.
8. I agree that I will not copy or install any software, programme, or file on the school system without the permission of the Principal or our school ICT Service Provider (currently Decode IT).

I understand that if I don't follow the guidelines above, I might lose the privilege of using ICT tools and equipment and/or the school may take disciplinary action against me.

Staff Member Signature: \_\_\_\_\_