

# **STAFF COMPUTER AND INTERNET USE AGREEMENT**

## **I understand that:**

1. The computer programmes at school are to help my class (if I am a teacher) with their learning and to help me with my class programmes.
2. The school will show me how to use the Internet safely.
3. I will only get information from the Internet that is of an acceptable nature.
4. I will only copy, store or print information that is of an acceptable nature.
5. I will only send messages by email that are of an acceptable nature.
6. I will be careful with equipment and furniture.
7. I will not give information on the Internet - about myself or anyone else (e.g. address, phone number, photograph or pupil's surname).
8. I will not change the administrator's set up of any school computer.
9. I will supervise my students' use of the classroom computers.
10. I will be vigilant about 'outsider' comments on our classroom blog and I will check these on a regular basis.

***NOTE: Support Staff – please cross out what is not relevant to you.***

## **Staff Member**

I have read and understand this agreement. I know the importance of school rules when using computers and the Internet.

I know that if I break these rules I might lose the right to use a school computer.

blog.  
(✓)

I do not give permission for my name to be on the school's website and classroom

blog.  
(✓)

I do not give permission for my name to be on the school's website and classroom

Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_