

# Ngā Tikanga Hanganau NBHS ICT Code of Conduct



1. My whanau and I have read and signed the digital citizenship agreement before accessing the school network.
2. I will log in only with my username and password which I will not share with others.
3. I will follow all teacher instructions when using a laptop and immediately close the screen if told to do so.
4. I must never use ICT to offend, threaten or harm anyone connected to the school, even if intended as a joke. Therefore I will not access, create, share or view material which puts myself or others at risk.
5. I will not post, upload or share content I create at school without the permission of those within the content. I will not share personal information online of myself or others. This includes names, addresses, emails, photos and phone numbers.
6. There will be times where during the school day use of devices in areas of the school will be restricted. I will adhere to when these times are as communicated to me by teachers.
7. Cellphones are not considered as a device for learning and will not be used in class unless instructed by the teacher.
8. I will not attempt to access, download or distribute inappropriate material on any device. I will not connect any device (USB's, hard drives, cameras, phones) or attempt to run any software on school computers without permission.
9. I will comply with the Copyright Act 1994 and not download material of any kind at school without the permission of the teacher. I will be liable if I infringe copyright laws.
10. I will respect all ICT systems in use at the school and treat all ICT equipment with care.
11. NBHS may monitor traffic and 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 emails.
12. I understand NBHS may audit its computer network, internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
13. If I break these rules, the school may inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.

**ME TIKA TE MAHI, KIA MATAARA DO RIGHT, FEAR NOTHING**