

**NHHS Information and Communications Technology**  
**Device Usage Agreement**



The following terms and conditions apply to all learners at Norman Henshilwood High School who is in possession of a School-Issued Device (either Android Tablet or Google Chromebook):

- Norman Henshilwood High School provides access to ICT for the purposes of supporting the education of learners and to conduct school business.
- The school's ICT shall only be used by current staff and enrolled learners. Exceptions must be approved by the ICT management or principal.
- All users of the school's ICT are expected to conduct themselves in a legal, appropriate, respectful, ethical, and responsible manner, as they would in any other environment where their behavior impacts others and reflects upon the code of conduct of the school.
- All users of the school's ICT are expected to follow copyright laws and Freedom of Information and Protection of Privacy, cite sources and attribute material to its proper owner when conducting research.
- All users of the school's ICT are responsible for all of the activity in their accounts, for protecting their passwords, and for logging off when away from their devices.
- All users the school's ICT are expected to protect the integrity of the ICT and inform the appropriate person or authority immediately if aware of any threat or security risk.
- All users of the school's ICT are expected to avoid activities during instructional time that place a heavy load on the system, and stay within the limits of their server allotments.
- All users of the school's ICT do so with the understanding that the School management will not be responsible for loss of personal information resulting from system failure.
- All ICT accounts and systems are the property of the School, and the contents may be inspected at any time.
- All of the expectations above apply regardless of where the user is accessing the system.

*By signing below I am indicating that I have read, understood, and agreed to the expectations in this form and ICT Policy. I acknowledge that if I violate this agreement my privilege to use the ICT may be revoked and disciplinary action may be taken against me.*

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

Parent/ Guardian Name: \_\_\_\_\_

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

Parent/ Guardian signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_