

Acceptable Use Agreement

I understand that I must use the school ICT systems in a responsible way to ensure that there is no risk to my safety or the safety and security of the ICT systems and other users.

FOR MY OWN PERSONAL SAFETY:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will not share my username and password, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger" when I am communicating online.
- I will not disclose or share personal information about myself or others when online.
- I will not arrange to meet people that I have communicated with online unless I do so in a public place accompanied by a responsible adult.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

I UNDERSTAND THAT EVERYONE HAS EQUAL RIGHTS TO USE TECHNOLOGY AS A RESOURCE AND:

- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school ICT systems for online gambling, internet shopping, file sharing, video broadcasting (e.g. Youtube) or using social networking sites, unless I have permission from a member of staff to do so.

I WILL ACT AS I EXPECT OTHERS TO ACT TOWARDS ME:

- I will respect the work of others and their property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others. I will not use strong, aggressive or inappropriate language and I will respect opinions that differ from my own.
- I will not take or distribute images of anyone without their permission.

I RECOGNISE THAT A SCHOOL HAS A RESPONSIBILITY TO MAINTAIN THE SECURITY AND INTEGRITY OF THE TECHNOLOGY IT OFFERS ME AND TO ENSURE THE SMOOTH RUNNING OF THE SCHOOL:

- I will only use my personal hand held/external devices (mobile phone/USB devices etc.) in school if I have permission. I understand that, if I do use my own devices in school, I must follow the rules set out in this agreement and the E-Safety policy, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened, to a member of staff.

- I will not open any attachments to emails, unless I know and trust the person/organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will only use chat and social networking sites with permission and at the times that I am allowed.

WHEN USING THE INTERNET FOR RESEARCH OR RECREATION, I RECOGNISE THAT:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I will take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead.

I UNDERSTAND THAT I AM RESPONSIBLE FOR MY ACTIONS, BOTH IN AND OUT OF SCHOOL:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community, e.g. cyber-bullying, use of images or abuse of personal information.
- I understand that if I fail to comply with the Acceptable Use Agreement, I will be subject to sanctions as outlined in the school's Behaviour Policy. Sanctions may include loss of access to the school network/internet, detentions, contact with parents/carers and exclusions and, in the event of illegal activities, involvement of the police.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

Students Acceptable Use Agreement Form

I have read and understood the above and agree to follow the guidelines when:

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) e.g. mobile phones, PDAs, cameras, etc.
- I use my own equipment out of school in a way that upholds the ethos of the school and is respectful to others e.g. communicating with other members of the school, accessing school email, VLE, website, social networking, etc.

Name of student:

Tutor Group:

Signed:

Date: