

ICT Acceptable Use Agreement

Rationale

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure that:

- young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users. A copy of the Pupil Acceptable Use Agreement is attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in their care.

The use of digital/video images plays an important part in learning activities. Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media. Where an image is publicly shared by any means, only your child's first name will be used.

The school will comply with data protection legislation and request parents/carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents/carers comment on any activities involving other pupils in the digital / video images.

Please refer to the school's latest Data Protection Policy for more information.

Parents are requested to sign the permission form overleaf to show their support of the school in this important aspect of the school's work. Also below is a copy of the Pupil Acceptable Use Agreement that pupils will sign so parents are aware of the school's expectation of pupil behaviour with regards to responsible ICT use.

Parent/Carer Acceptable Use Agreement

Internet and Digital Technology Use

As the parent / carer I give permission for my son / daughter to have access to the internet and to digital technology systems at school.

I know that my son / daughter has signed or will sign an Acceptable Use Agreement and has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and digital technology systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the digital technology systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Agreement.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

Student / Pupil Name	
Parent / Carers Name	
Signed	
Date	

Use of Digital/Video Images

As the parent / carer I agree to the school taking and using digital / video images of my child / children. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.

I agree that if I take digital or video images at, or of, school events which include images of children, other than my own, I will abide by these guidelines in my use of these images.

Student / Pupil Name	
Parent / Carers Name	
Signed	
Date	

Use of Cloud Systems Permission Form

The school uses a variety of digital platforms, for example, Microsoft 365, MSTeams, Firefly, Talaxy, GCSEPod, Seneca, Quizlet and Sparx, for pupils and staff. This is not an exhaustive list. The above services are available to each pupil as part of the school's online presence.

Using these services will enable your child to collaboratively create, edit and share files and websites for school related projects and communicate via email with other pupils and members of staff. These services are entirely online and available 24/7 from any internet-connected computer.

The school believes that use of the tools significantly adds to your child's educational experience.

Please refer to the school's latest Data Protection Policy for more information.

I consent to my child having access to these services.

Student / Pupil Name	
Parent / Carers Name	
Signed	
Date	

Pupil Acceptable User Agreement

Acceptable User Agreement

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

For my own personal safety:

- I understand that the school will monitor my use of systems, devices and other digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I will not write down or store a password where it is possible that someone may steal it
- 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 (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details, etc.)
- I will not arrange to meet people off-line that I have communicated with online
- 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 I understand that the school systems and devices are primarily intended for educational use and that I will only use them for personal or recreational use if I have permission
- I will only make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work, if I have permission
- I will only use the school systems or devices for online gaming, internet shopping/e-commerce, file sharing, or video broadcasting (e.g. YouTube), if I have permission of a member of staff to do so.

I will act as I expect others to act toward me:

- I will respect others' work and 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 appreciate that others may have different opinions.
- I will not **take** or **share** (distribute) images or videos of anyone without their permission.

I recognise that the 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 device(s) in school if I have permission. I understand that, if I do use my device(s) in the school, I will follow the rules set out in this agreement, 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, nor will I 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
- I will only open hyperlinks in emails or attachments to emails, if I know and trust the person/organisation who sent the email, and have no concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)

- I will only install/ store programmes on a device, if I have permission and this software will not impact on the ability to use the device for learning
- I will only use social media sites with permission and at the times that are 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 download copies (including music and videos)
- When I am using the internet to find information, I should 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 me.

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 (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable User Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents 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 above. If you do not sign and return this agreement, access will not be granted to school systems and devices.

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

- I use the school ICT systems and devices (both in and out of school)
- I use my own devices in school (when allowed) eg mobile phones, cameras etc
- I use my own equipment out of school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, website etc.

Name of Pupil

Signed