

## **Appendix A: Student Computer Use Agreement**

### **COMPUTER USE AGREEMENT**

The computer network at Twyford C of E Academies Trust is made available to students for the purposes of learning and educational research. Students are expected to behave responsibly in using the facilities and the purpose of this contract is to set out the rules for appropriate use. This agreement will enable students to use the ICT facilities for educational benefits. Please read it carefully, sign and return it to the School's Administration Department in order to access the school's network and Internet.

- I will comply with school rules for using computers (including the Online Safety Policy).
- I will only access the network via my own authorised account, which I understand is my own responsibility and I will not make available to anyone else except I may share login details with parents so they can access Copia.
- I will use the Internet appropriately for education purposes and will not attempt to access inappropriate web sites including sites that are pornographic, discriminatory, illegal or offensive.
- I understand that I am responsible for rejecting any unsuitable material and will report this to a member of staff.
- I understand that activity that threatens the integrity of the school ICT systems, or that attacks or corrupts other systems is forbidden.
- I will not do anything that might cause a breach of copyright, including downloading software, games, music, graphics, videos or text materials that are copyrighted.
- I will not use the network in any way that could bring the school's name into disrepute.
- I understand that the school network administrators have full access to the system and my account and that they reserve the right to examine or delete inappropriate files. I am also aware that my steps in using the network can be traced (including web sites visited).
- I understand that my parents may be required to meet the cost of replacing any school IT equipment which I damage.
- I will keep usernames and passwords for third party websites secret, and not allow anyone else access using my account

- I will abide by the rules of any third party websites that are used in school
- I will abide by the expected behaviour etiquette during online/remote lessons if for any reason I am learning at home via Microsoft Teams or other home-learning platform.

### **Acceptable Use Policy for Student Email**

Use of email by students of Twyford C of E Academies Trust is permitted and encouraged where such use supports the goals and objectives of the school. All students are provided with their own email account for educational use only. Twyford C of E Academies Trust has a policy for the use of email whereby the students must ensure that they:

- Use email in an acceptable way
- Do not create unnecessary risk to the school by their misuse of the email system
- Comply with current legislation

### ***Policy***

- Students are responsible for the content of all emails sent.
- The sending of offensive, profane or abusive email or other messages is forbidden.
- If students receive any offensive or inappropriate emails they should report it to a teacher or the IT Services immediately.
- Use of school email accounts for bullying or harassment will not be tolerated as this is against school rules.
- Email attachments should only be opened if they come from a known and trusted source.
- The sending of email attachments containing any program, file or shortcut that damages or shuts down a computer, damages or alters the operating system or alters, deletes or otherwise modifies user files is strictly forbidden and is a criminal offence (Computer Misuse Act 1990).
- The use of email rules that disrupt, slow down or damage the email server or network system is not permitted.

### ***Monitoring***

Twyford C of E Academies Trust accepts that use of email is a valuable school tool. However, misuse of this facility can have a negative impact upon student productivity and the reputation of the school.

In addition, all of the school's email resources are provided for school purposes. Therefore,

the school maintains the right to examine any systems and inspect any data recorded in those systems.

**Sanctions**

If a student is found to have breached this agreement, they will face sanctions as set out in the Trust's Behaviour Policy and withdrawal of access to the network and/or email service. Serious offences may result in temporary fixed term or permanent exclusion from school.

I understand that if I do not comply with this agreement, I may face sanctions as outlined above I understand that each case will be considered on its merits.

Student name: \_\_\_\_\_ Form: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Although the school makes every effort to ensure that students cannot access inappropriate material (through a filtering service and staff supervision), the nature of the Internet is such that there is no guarantee that ALL offensive sites have been blocked. However, the school believes that the benefits of providing access to ICT and the Internet far exceed the potential drawbacks and we hope that students will act responsibly in using the facilities they have been provided with.

I am aware that my child has been given access to the school's computer network and Internet and I have reinforced this agreement.

Parent/Carer signature: \_\_\_\_\_ Date: \_\_\_\_\_