

The Samworth Church Academy

ICT STUDENT ACCEPTABLE USE AGREEMENT

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

1. For my own personal safety:

- 1.1 I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- 1.2 I will not share my username and password with anyone or try to use any other person's username and password.
- 1.3 I will be aware of "stranger danger", when I am communicating on-line.
- 1.4 I will not disclose or share personal information about myself or others when on-line.
- 1.5 If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- 1.6 I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

2. I understand that everyone has equal rights to use technology to support our education:

- 2.1 I understand that the school ICT systems are for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- 2.2 I will not use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have the permission of a member of staff to do so.

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

- 3.1 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.
- 3.2 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.
- 3.3 I will not take or distribute images of anyone without their permission.

4. I understand that the school has a responsibility to keep the technology secure and safe:

- 4.1 I will only use my personal devices (e.g. mobile phones / removable media etc) in school if I have permission. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- 4.2 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.

- 4.3 I will immediately report any damage or faults involving equipment or software, however this may have happened.
- 4.4 I will not use personal removable media through school owned devices.
- 4.5 I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- 4.6 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.
- 4.7 I will only use chat and social networking sites with permission and at the times that are allowed.

5. When using the internet for research for my school work, I understand that:

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

6. I understand that I am responsible for my actions, both in and out of school:

- 6.1 I understand that the school could take action against me if I am involved in incidents or inappropriate behaviour that are included in this agreement, when I am out of school as well as in school. Examples of this are cyberbullying, sending/receiving inappropriate images and misuse of personal information.
- 6.2 I understand that if I do not follow this Acceptable Use Agreement, it will lead to disciplinary action. This may include loss of access to the school network / internet, detentions, fixed-term exclusion, contact with parents and in the event of illegal activities involvement of the police and permanent exclusion.

By logging onto (or using) a school owned device or using school ICT related services both on and off site, you accept that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not accept this, access will not be granted to school ICT resources.