**Student Acceptable Use Policy 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. I recognise the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed Online in my work with young people.

•I understand that the school will monitor my use of the ICT systems

•I understand that the school ICT systems are primarily intended for educational use.

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I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of to the appropriate person

I will be professional in my communications and actions when using school ICT systems.

•I will not access, copy, remove or otherwise alter any other user’s files, without their express permission.

•I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school’s policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website /blog) it will not be possible to identify by name, or other personal information, those who are featured.

•I will not engage in any on-line activity that may compromise my professional responsibilities.

•I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)

•I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) 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 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, unless this is allowed in school policies.

•I will not disable or cause any damage to school / academy equipment, or the equipment belonging to others.

• I will immediately report any damage or faults involving equipment or software, however this may have happened.

Signed ………………………………………………………………..

Date……………………..