

(Policy EN01c.2) Student and Parent/Carers Acceptable Use Form

The acceptable use policies below are expected to be read and signed by all pupils. We ask parents/carers to have read and understood the policy to support us with keeping children safe when using devices.

All pupils must follow the rules outlined in this policy when using school ICT resources and equipment, including all Internet access and the Virtual Learning Environment (VLE), accessed from both in and outside of school, and on school-provided or personal electronic devices. Breaking these conditions may lead to: confiscation of any electronic devices, close monitoring of the pupil's network activity, investigation of the pupil's past network activity, withdrawal of the pupil's access and, in some cases, permanent removal from the School and even criminal prosecution. Pupils are also expected to take care of school-issued electronic devices and any damage to them may result in charges to replace or fix damaged devices. Misuse of the Internet will be dealt with in accordance with the school's Behaviour and Discipline Policy and, where there is a safeguarding risk, the Safeguarding & Child Protection Policy. The school is not responsible for any loss of data on the network, computers connected to the network or data storage used on the network (including USB memory sticks). Data held on the network will be backed up for a limited period. Pupils are responsible for backups of any other data held. Use of any information obtained via the network is at the pupil's own risk.

Acceptable Use 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 the systems, devices and 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 will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- 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.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless 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 distribute images 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 own personal devices (mobile phones/USB devices etc.) in school if I have permission. I understand that, if I do use my own devices 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 not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, 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 install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

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 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 online-bullying, use of images or personal information).
- I understand that if I fail to comply with this acceptable use agreement, I may be subject to disciplinary action. This could include loss of access to the school network/internet, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Student agreement:

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 systems.

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

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

Print student name..... Class

Student Signature.....Date.....

Parent/Guardian agreement:

I understand that my child has agreed to accept the terms of the Online Safety and Student AUP Policy and I confirm that I accept the terms of the agreement. If my child brings any personal electronic devices to school, I understand that the student is responsible for its safekeeping and appropriate usage while in transit to and from and on campus.

I have read and understood the Online Safety policy and agree to check any updates, which are made available on the Parent Portal.

Print Parent/Guardian name.....

Parent/Guardian Signature..... Date.....