



## **Student Acceptable Use of ICT Statement**

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 understand that I should not write down or store my 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 NEVER meet anyone I have communicated with online unless my parent, carer or teacher has specifically given me permission to do so.
- I will immediately report any unpleasant or inappropriate material or message 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 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 make large download or uploads of inappropriate, non-educational material.

### **I will act as I expect others to act towards 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, manipulate or distribute images of any person or organisation without having their prior written permission.
- I will not attempt to contact members of staff on social media or any other messaging platform.

### **I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure that smooth running of the school:**

- Mobile phones and personal electronic devices are banned. I understand the school will confiscate any such devices.
- 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.

- I will not use any programmes or software or websites that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damages 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 / organization who sent the email. If I have any concerns about the validity of the email, I will report them to a teacher immediately.
- 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 / acceptable use of ICT policy, when I am out of school and where they involve my membership of the school community (examples include cyber-bullying, inappropriate use of images or personal information, making fake social media accounts targeting staff/pupils, derogatory comments about the school, staff or other pupils).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include but is not limited to loss of access to the school network/internet, detentions, seclusion, exclusion, contact with parents and in the event of illegal activities, involvement of the police.

**I understand this statement is in addition to the school's other policies regarding ICT use across school such as, but not limited to:**

- **Digital Safeguarding policy**
- **E-security policy**
- **Cyber Bullying policy**
- **Social Media policy**

**These policies are available via the school website.**

***Parents are asked to sign the acceptable ICT agreement in the student's planner***