



Acceptable ICT Use Policy & Agreement

Upper School

Committee Responsible - Curriculum and Target Setting
Last review: 2010/2011
Next Review: 2012/2013

Acceptable Use Agreement Upper School

The aim of this policy is to ensure:

-that all students will be responsible users who stay safe while using the internet and other communications technologies.

-that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

General School Rules Apply to all use of ICT equipment and rooms.

Acceptable Use Policy Agreement

I understand that I must use school ICT equipment in a responsible manner to ensure there is no risk to my or other users' safety or the safety and security of the ICT systems. I understand that the use of the equipment provided is for educational purposes only.

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications and agree that I will not access or store any unsuitable or prohibited data of any sort.

-I will not share my password, nor will I try to use any other person's username and password.

- I will not disclose or share personal information about myself or others when online

-I will be aware of "stranger danger" when I am communicating online

- If I arrange to meet people offline that I have communicated with online, I will do so only with my parent's/ carer's permission and then only in a public place and I will 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 online.

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

- I understand that the school ICT systems are intended for educational use and I will not use the systems for personal or recreational use without specific permission for each instance.

- I will not try to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work satisfactorily

- I will not attempt to use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing or video broadcasting (e.g. YouTube).

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.

- I will be polite and responsible and will not use strong, aggressive or inappropriate language when communicating with others.

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

I recognise that I have a responsibility to assist the school in maintaining the security and integrity of the technology it offers to me by my actions.

- I will not attempt to connect any personal devices to school equipment or the network without the prior permission of a member of the ICT staff (including but not restricted to mobile phones, MP3 players, cameras etc.).

- 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 programmes, software or websites that might allow me to bypass the filtering or 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 been caused.

- I will not open any attachments to emails, unless I know and trust the person / organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programmes.

- I will not attempt to install programmes of any type on a machine or store programmes on an individual computer, nor will I try to alter any computer setting.

-I will not use chat and social networking sites unless their use forms part of a lesson.

When using the internet I will abide by all regulations relating to copyright and ensure I have permission before using the original work of others.

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

- I understand that the school has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered by this agreement, when I am out of school and where they involve my membership of the school community.

- I understand that failure to abide by this agreement will lead to disciplinary action in accordance with the schools standard disciplinary procedures. Sanctions will include loss of access to the school network and internet for an appropriate period.

Internet and ICT Parent Permission Form

Please complete and return this form to your Form Tutor

Name of Student..... Tutor Group.....

Pupil

As a school user of the Internet and School ICT equipment, I agree to comply with the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school.

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

Parent

As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to use electronic mail, the Internet and appropriate ICT equipment and to abide to the school's guidelines, which are available on written request. I understand that pupils will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing and exploring information and media.

Parent Signature Date.....