# Acceptable ICT Use Policy & Agreement
## Students

**Acceptable Use Agreement – Students**

The aim of this policy is to ensure:

-that all students will be responsible users who stay safe while using the computers, 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 agree that I will only connect to the internet on my personal devices via the "bring your own device" wireless network provided for this purpose. I will only connect peripheral devices to the school computers where needed for educational purposes.

I understand that I must use school ICT equipment and any personal device 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.

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

In particular the following are not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others
4. Damaging computers, computer systems or computer networks
5. Violating copyright laws or any other illegal activity
6. Using other peoples' passwords
7. Accessing other people's folders, work or files
8. Intentionally wasting limited resources including playing online games or streaming videos.
9. Attempting to bypass the security and filtering provision in place in any way
10. Using the schools computers and network for commercial use or any use not connected to school work.
11. Installing, attempting to install or storing any software on a school computer, without staff permission.
12. Changing or attempting to change any settings on the computers
13. Printing of any material not for educational work.
14. Recording or distributing any images or videos of anyone without their consent.

I undertake to protect my user profile and area by ensuring that I always log off when I have finished with a computer, never tell anyone else my password and change my password if I suspect that someone else knows it.

I will ensure that my password is secure, containing at least 6 characters with at least 1 number.

I undertake to report any damage to equipment or software however it was caused to a member of staff immediately.

I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

In order to stay safe I will abide by the guidelines laid down by Childnet under their Stay Smart advice:

**Stay SMART**

**S** - Staying safe involves being careful and not giving out personal details, school name or password to people online.

**M** - Meeting someone in person you have met online can be dangerous. Only do so with your parents or carers permission and then when they are present.

**A** - Accepting e-mails or opening files from people you don't really know or trust can get you into trouble - they may contain viruses or nasty messages

**R** - Remember someone online may be lying and not be who he or she say they are. If you feel uncomfortable when chatting or messaging end the conversation.

**T -** Tell your parent or carer if someone or something makes you feel uncomfortable or worried.

For more information about Internet safety, visit: http://www.childnet-int.org/

Failure to abide by this agreement will lead to disciplinary action in accordance with the schools standard disciplinary procedures.

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.

This policy in full must be agreed to, as prompted, when you first logon to the school network before use of the computers is allowed. In addition, the Acceptable Use policy included in the student journal, must be signed by both the student and a parent / guardian.