



## ICT Acceptable Use Agreement (students)

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.

### **For my own personal safety:**

- I understand that the school will monitor my use of systems, devices and digital communications.
- I will keep my school system 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 school system password where it is possible that someone may steal it.
- If I am required, as part of the curriculum, to contact outside agencies I will not disclose or share personal information about myself or others (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details).
- 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 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 attempt (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work and I will seek permission before printing large documents.
- I will not use the school systems or devices for inappropriate online gaming, internet shopping or online gambling. I will seek permission before using the school system for file sharing outside of the school network, or video broadcasting (eg.YouTube) or for appropriate online learning games.

### **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 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 and I understand the risks of doing so.
- 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 or 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 attempt 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, in accordance with its Behaviour for Learning policy, 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 cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Agreement I will be subject to disciplinary action. This may include loss of access to the school network/ internet, detentions, exclusions, contact with parents and, in the event of illegal activities, involvement of the police.

## **The use of social networking and online media**

This school asks its whole community to adopt 3 common approaches to online behaviour:

- Common courtesy
- Common decency
- Common sense

How do we show common courtesy online?

- We ask someone's permission before uploading photographs and videos of, or any other information about them online.
- We do not write or upload 'off-hand', hurtful, rude or derogatory comments and materials. To do so is disrespectful, may upset or distress and may be seen as bullying or harassment.

How do we show common decency online?

- We do not post comments that can be considered as being intimidating, racist, sexist, homophobic or defamatory. To do so is cyber-bullying and may even be classed as harassment or libel, both of which are criminal offenses.
- When such comments exist online, we do not forward emails, tweets, videos, or other online material containing them. By creating or forwarding such materials we are all liable under the law.

How do we show common sense online?

- We think before we click.
- We think before we upload comments, photographs and videos.
- We think before we download or forward any materials.
- We think carefully about what information we share with others online and we check where it is saved and our privacy settings.
- We make sure we understand changes in use of any websites we use.
- We block harassing communications and report any abuse.

Any actions online that impact on the school and can potentially lower the reputation of the school and its community, or which are inappropriate, will be responded to.

In the event that any member of staff, student or parent/carer is found to be posting libellous or inflammatory comments on social network sites, they will be reported to the appropriate 'report abuse' section of the network site and to the designated safeguard lead/ any adult in school. .

All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this.

In serious cases we will also consider legal options to deal with any such misuse.

The whole school community is reminded of the CEOP report abuse process:

<https://www.thinkuknow.co.uk/parents/browser-safety/>

**Please complete the sections on the attached 'Student ICT Acceptable Use Agreement Form' 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 and devices.**



# Student ICT Acceptable Use Agreement Form

As part of students' curriculum and the development of their ICT skills, Connaught School for Girls provides supervised access to the internet. We believe that effective use of the internet is an essential skill for children as they grow up in the modern world.

This form relates to the Student Acceptable Use Agreement to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Student Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

## The Student

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 equipment out of the school in a way that is related to me being a member of this school when communicating with other members of the school or accessing school email, the VLE or website.

Name of Student

Tutor group

Student signature

## The Parent or Carer

As the parent / carer of the above student I give permission for my daughter to have access to the internet and to ICT systems at school.

I know that my daughter has signed an Acceptable Use Agreement and has received, or will receive, online safety education to help her understand the importance of safe use of technology and the internet, both in and out of school.

I understand that the school will take every reasonable precaution, including the use of monitoring and filtering systems, to ensure that young people are safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and the risks attached to using mobile technologies.

I understand that my daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Agreement.

I will encourage my daughter to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns about my daughter's online safety. :

Parent / Carer signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Please detach this form and hand to your daughter's Head of Year)