

## **ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR STUDENTS AND PARENTS/CARERS**

**I will read and follow the rules in the acceptable use agreement policy**

**When I use the school's ICT systems (like computers) and get onto the internet in school**

**I will:**

- Only use ICT systems in school, including the internet, e-mail, digital video, and mobile technologies for school purposes and will always log on with my own user name and password and not someone else's details.
- Follow the school's ICT security system and not reveal my passwords to anyone and change them regularly.
- Only use my school e-mail address
- Make sure that all ICT communications with students, teachers or others are responsible and sensible
- Be responsible for my behaviour when using the Internet and not use any inappropriate language when communicating online
- Ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring the school community into disrepute, including through uploads of images, video, sounds or texts
- Tell a teacher immediately if I find any material which might upset, distress or harm me or others
- Always log off or shut down a computer when I'm finished working on it

**I will not:**

- Download or install software on the school's ICT system
- Browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher
- Give out any personal information such as name, phone number or address.
- Attempt to bypass the internet filtering system
- Sign up to online services until I am old enough to do so
- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

I am aware that when I take images of students and/ or staff, that I must only store and use these for school purposes in line with school policy and must never distribute these outside the school network without the permission of all parties involved, including in school breaks and all occasions when you are in school uniform or when otherwise representing the school. I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

**If I bring a personal mobile phone or other personal electronic device into school:**

- I will not use it during lessons, tutor group time, clubs or other activities organised by the school, without a teacher's permission
- I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online

**Signed (Student):**

**Date:**

**Parent/carer's agreement:** I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

**Signed (Parent/Carer):**

**Date:**