



## STUDENT ICT ACCEPTABLE USE POLICY

ICT refers to any digital technology owned by the school or brought into/used in school by students.

### Acceptable Use Policy Agreement

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 members of the school community.

For my own personal safety:

- I must respect the school's ICT systems and equipment
- I will only use the internet in school when requested by a member of staff
- I will ensure that my password is a mixture of letters, numbers and symbols
- I will keep my password secret and never share it. I will never try to access/use another person's username and password. If I suspect someone knows my password, I will inform the IT department immediately and be guided through changing it
- I understand that the school will monitor my use of the systems, devices and internet in school as well as any school systems being used outside school. This includes my school Google and Microsoft account
- I will be aware that people I am communicating with on the internet may not be telling the truth about themselves. I will not share personal information about myself or others when online including pictures, my address, my number or school
- I will always think before I post something online, as it can become public and may have repercussions either now or later on in my life
- I will immediately report any inappropriate material or anything that makes me feel uncomfortable online to a member of staff if I receive any abusive emails or messages on my school account, I will inform a member of staff immediately

I will act as I expect others to act toward me:

- I will be polite and responsible when I communicate with others. I will not use annoying, rude, inappropriate or threatening language or contribute to an online chat that could make someone feel uncomfortable or worried. I understand that I should report this to a teacher or parent if I witness it. Further information on what this may look like can be found in the anti-bullying handbook
- **I will not take or distribute images, films or audio** of any member of the school community, student or staff without their permission

I understand that the school has a responsibility to maintain the security of ICT and data we hold:

- When using resources obtained from the internet, I will have checked the copyright and use it accordingly
- I will not reconfigure any of the ICT systems including physical connections or preinstalled software
- I will not use ICT Systems to access file-sharing services such as torrents
- I will not attempt to circumnavigate the school's ICT security to access data that doesn't belong to me
- I will not play games or download software without being given express permission to do so by a member of staff
- I understand that I am responsible for my actions, both in and out of school:
- I understand that I am a representative of the school and understand that the school has the right to take action against me if I am involved in incidents of inappropriate behaviour online and where they involve my association with the school
- I understand that if I fail to comply with this Student ICT Acceptable Use Policy agreement, I may be subject to disciplinary action, which may include; temporary or permanent loss of access to the school network/internet in addition to significant sanctions in accordance with the school's behaviour policy.
- In the event of illegal activities, such as hacking or harassing others online, the involvement/ intervention of the Police may be sought.

I understand that these rules apply to any electronic device including a tablet or mobile phone.

Student Name:.....

Student signature:.....

I / we have read the Student ICT Acceptable Use policy and discussed it with my/our child. I/ we agree to support the school's policy on E-Safety which can be found on the school website.

**Parent Name** .....

**Parent signature**.....

**Date** .....