Student ICT Acceptable Use Policy

Background:

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. The school believes that young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users,
- are safe while using the internet and other communications technologies for educational, personal and recreational use,
- 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.

The school will ensure that students will have appropriate access to ICT to enhance their learning, and will in return, expect the students to agree to be responsible users.

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 users.

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will not share my username or password with anyone or use any other person's username and password.
- I will be aware of and understand how to stay safe, when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line.
- I will immediately report to a member of staff any unpleasant or inappropriate material or messages that make me feel uncomfortable whilst 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 that I will not use the systems for personal or recreational purposes unless I have permission to do so.

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

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.
- 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 systems:

- I will only use my personal hand held / external devices (mobile phones / USB devices etc.) on school devices, if I have permission to do so, from the school.
- I understand the risks and will not upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others. I will also not use any programmes or software that might allow me to bypass the filtering / 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 happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I alter computer settings.
- I will not use chat and social networking sites, unless permission has been given.

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 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 has the right to take action against me if I am involved in incidents of inappropriate behaviour, when I am out of school (e.g. cyber-bullying, use of video/images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the device, school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Please complete the sections below 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 ICT systems.

Student Acceptable Use Agreement Form

This form relates to the student Acceptable Use Policy (AUP) which is above.
Please complete the sections below 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 ICT systems.

I have read and understand the above and agree to follow these guidelines.

Name of Student		Signature	
Name of Parent / Guardian		Signature	
Date			