



ACCEPTABLE USE POLICY AGREEMENT

I accept that using the school system and equipment is a privilege.

I understand that I must use them in a responsible way, to make sure that there is no risk to my safety or to the safety and security of the systems and others.

I will use equipment with care.

For my own personal safety:

- I understand that the *School* will monitor my use of systems, devices and digital communications.
- I will keep my username and password secret – I will not share it, or ask friends for their details.
- I will be aware of “stranger danger”, when I am communicating on-line.
- I will not share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- I will never arrange to meet someone I have only ever met on the internet - unless parents have given me permission and I take a responsible adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the *School* systems and devices are intended for educational use. I will not use them for personal or recreational use unless I have permission.
- I will not try (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.
- I will not use the *School* systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff 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 change any other user’s files. The messages that I send or information I upload will always be polite and sensible.
- When I communicate with others, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or share photos or videos taken in school or on school trips without permission from the school.

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 store my mobile phone in the school office as soon as I enter the school building. I will only use my own personal devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in *School*, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal, 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.
- 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 / 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.
- I will not use social media sites at school

When using the internet I recognise that:

- I will not copy (plagiarise) other peoples' work
- Where work is protected by copyright, I will not try 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* 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 do not follow this Acceptable Use Policy Agreement, there will be consequences. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Please complete the sections on the next page 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.

Pupil Acceptable Use Agreement Form

This form relates to the *Pupil Acceptable Use Agreement*, which it is attached.

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 systems.

I 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 devices in the *School* (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.
- I use my own equipment out of the *School* in a way that is related to me being a member of this *School* eg communicating with other members of the school, accessing school email, VLE, website etc.
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Name of Student / Pupil:

Group / Class:

Signed:

Date:

Name of parent / carer:

Signed:

Date: