



# ICT ACCEPTABLE USE POLICY AND AGREEMENT

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Principal: Dr. M. Stevens

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Corner Mead, NW9 4AS

## 1. Aims

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These 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. Young people should have an entitlement to safe internet access at all times. This Acceptable Use Agreement is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

## 2. Acceptable Use Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

- I will only use IT systems in school, including the internet, email, digital video, mobile technologies, etc, for school purposes
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will respect all the school's computer resources and understand I am liable for the cost of any wilful damage I cause
- I will not download or install software on school technologies
- I will only log on to the school network and related sites with my own username and password
- I will follow all security recommendations as advised by school staff and not reveal my passwords to anyone
- I will only use my school email address
- I will make sure that all ICT communications with fellow pupils, teachers or others is responsible and sensible
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use
- I will not browse, download, upload or forward material that could be considered inappropriate, offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher. I will immediately inform my teacher if I receive any such material from another pupil
- I will not give out any personal information such as name, phone number, or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher
- Images of pupils and/or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without permission
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring them into disrepute

- I will support the school approach to online safety and not upload or add any images, video, audio or text that could upset or offend any member of the school community
- I will not deliberately browse, download, upload or forward material that promotes extremist views. If I come across any such materials I will inform my class teacher immediately
- 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 (due to the risk of the attachment containing viruses or other harmful programmes)
- I will respect the privacy and ownership of others' work online always
- I will not attempt to bypass the internet filtering system
- I will not enter an ICT room without a member of staff present
- I understand that my area on the network is for storing files related to schoolwork and that this area is subject to checks by school staff
- I understand that my use of the Internet and other related technologies can be monitored, logged and can be made available to staff
- I will not sign up to online services until I am old enough to do so
- I understand that the school 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 Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network/ internet, sanctions in line with the school behaviour policy, 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, we cannot grant access to school systems or devices.**

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I understand that my network and Internet access may be taken away if I fail to abide by these rules.

I understand that I am subject to sanctions laid down in the Rewards and Consequences policy and violations of the law may result in police involvement.

Signed (Parent/Carer): ..... Print Name: .....

Signed (Pupil): ..... Print Name: .....

Signed  (Principal): Print Name: Dr M Stevens