STUDENT ACCEPTABLE USE POLICY

School Policy

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 Policy 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 users at risk.

The school will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

Acceptable Use Policy Agreement

The student understands that they must use the ICT systems in a responsible way, to ensure that there is no risk to their safety and security of the ICT systems and other users.

For their own personal safety:

- they understand that the school will monitor their use of the systems, devices and digital communications.
- they will keep username and password safe and secure – they will **not** share it, nor will they try to use any other person's username and password. They understand that they should not write down or store a password where it is possible that someone may steal it.
- they will be aware of "stranger danger" when communicating on-line.
- they will not disclose or share personal information about themselves or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- if they arrange to meet people off-line that they have communicated with on-line, they will do so in a public place and take an adult with them.
- they will immediately report any unpleasant or inappropriate material or messages or anything that makes them feel uncomfortable when they see it on- line.

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

- they understand that the school systems and devices are primarily intended for educational use and that they will not use them for personal or recreational use unless they have permission.
- they will not try (unless they have permission) to make large downloads or uploads

shaping greater futures

that might take up internet capacity and prevent other users from being able to carry out their work.

- they will not use the school systems or devices for on-line gambling, internet shopping, file sharing or video broadcasting (eg You Tube), unless they have permission of a member of staff to do so.

They will act as they expect others to act towards them:

- they will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- they will be polite and responsible when they communicate with others, they will not use strong, aggressive or inappropriate language and they appreciate that others may have different opinions.
- they will not take or distribute images of anyone without their permission.

They recognise that the school has a responsibility to maintain the security and integrity of the technology it offers them and to ensure the smooth running of the school:

- they will only use personal USB devices in school if they have permission. They understand that, if they do use their own devices in the school, they will follow the rules set out in this agreement, in the same way as if they were using school equipment.
- they understand the risks and will not try to upload, download to access any materials which are illegal or inappropriate or may cause harm or distress to others, not will they try to use any programmes or software that might allow them to bypass the filtering / security systems in place to prevent access to such materials.
- they will immediately report any damage or faults involving equipment or software, however this may have happened.
- they will not open any hyperlinks in emails or any attachments to emails, unless their person/organisation is known.
- they will not install or attempt to install or store programmes of any type on any school device, nor will they try to alter computer settings.
- they will not use chat and social networking sites.

When using the Internet for research or recreation, they recognise that:

- They should ensure that they have permission to use the original work of others in their own work.
- Where work is protected by copyright, they will not download copies (including music and videos)
- When they are using the internet to find information, they should take care to check that the information that they access is accurate, as they understand that the work of others may not be truthful and may be a deliberate attempt to mislead them.

They understand that they are responsible for their actions, both in and out of school:

They understand that the school also has the right to take action against them if they are involved in incidents of inappropriate behaviour, that are covered in this agreement, when they are out of school and where they involve their membership of the school community (examples would be cyber-bullying, use of images or personal information).

They understand that if they fail to comply with this Acceptable Use Policy Agreement, they will be subject to disciplinary action.

By agreeing, you confirm that both you and your son/daughter have read, understand and agree to adhere to the Student Acceptable Use Policy.

Name of Student:

Tutor Group:

Signed:

Date: