

ICT ACCEPTABLE USE AGREEMENT (STUDENT) – 2010/21

Digital technologies have become integral to the lives of children and young people, both within and outside of school. These technologies are powerful tools, which open up new opportunities for everyone. They can promote effective learning by providing context, stimulating discussion and promoting creativity.

Please read and discuss these e-safety rules with your child and complete the form at the bottom of this page. If you have any concerns or would like further clarification, please contact the Academy.

This is how we stay safe when we use technology and whilst online:

- I will ask a teacher or suitable adult if I want to use the computers.
- I will only use activities that a teacher or suitable adult has told/allowed me to use.
- I will take care of the computer and other equipment.
- I will ask for help from a teacher or suitable adult, if I am not sure what to do or if I think I have done something wrong.
- I will not look at other people's files without their permission.
- I will not bring files into school without permission.
- I will tell a teacher or suitable adult, if I see something that upsets me on the screen.
- I will not download or install software on school IT equipment.
- I will only log on to the school network, other school systems and resources using my own school user name and password.
- I will not reveal my passwords to anyone other than a parent/carer.
- I will not use my personal email address or other personal accounts on school IT equipment.
- I will make sure that all my electronic communications are responsible and sensible.
- I understand that everything I search for, access, post or receive online can be traced now and in the future. My activity can be monitored and logged and if necessary shared with teachers, parents/carers and the police if necessary. I know it is essential that I build a good online reputation.
- I will conduct the same behaviour during remote learning as expected of me in classroom learning
- I will only use school approved platforms for video or remote lessons and not use this to discuss personal matters.
- I will not download or install software on school equipment.
- I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.
- I will not browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to a member of staff if I am in school, or parent/carer if I am not in school.
- I will not give out my own or others' personal information, including: name, phone number, home address, interests, schools or clubs or any personal image. I will report immediately any request for personal information, to a member of staff if I am in school or parent/carer if I am not in school.
- I should never post photographs, videos or livestream without the permission of all parties involved.

- I will not upload any images, videos, sounds or words that could upset, now or in the future, any member of the school community, as this is cyberbullying.
- I will be respectful to everyone online; I will treat everyone the way that I want to be treated. I will ensure that all my online activity, both in and outside school, will not cause distress to anyone in the school community or bring the school into disrepute.
- I will not respond to hurtful behaviour online but will report it. I have the right to block and will say no to any inappropriate or upsetting request.
- I will respect the privacy and ownership of others' work on-line and will adhere to copyright at all times.
- I will not attempt to bypass the internet filtering system in school.
- I will not lie about my age in order to sign up for age inappropriate games, apps or social networks.
- I understand that not everything I see or hear online is true, accurate or genuine. I also know that some people on the internet are not who they say they are and may have ulterior motives for assuming another identity that will put me at risk. I will gain permission from parents/carers before arranging to meet someone I only know on the internet.
- I understand that these rules are designed to keep me safe now and in the future. If I break the rules, teachers will investigate, I may be disciplined and my parents/carers may be contacted. If I break the law the police may be informed.

Student Name: _____

Student Signature: _____

Date: _____

I have read and understood the conditions of use, as outlined in this form. I understand that I can withdraw this consent at any time in writing. All data collected will be secured and handled appropriately according to the guidelines of the General Data Protection Regulation 2016 and the Data Protection Act 2018.