

ICT Acceptable Use Policy (students)

This is a guide for young people on being responsible and staying safe whilst using the Internet and other communication technologies within school. It states what use is acceptable and what is not. Irresponsible use may result in the loss of Internet or computer access, contact with parents or, in the event of illegal activities, contact with the police.

Acceptable Use Agreement

I will:

- only access the school network via my authorised username and password.
- only use my mobile phone (or similar devices) in school at times that are permitted.
- show respect for others and not use strong, aggressive or inappropriate language in emails and or any other electronic or online messages.
- only use social networking sites with the permission of staff.
- report any unpleasant or inappropriate online material or messages to a member of staff as soon as possible.
- take care to check that information I find on the Internet is accurate and understand that some information found on the Internet can be untruthful or misleading.
- abide by the legal restrictions of using social networking platforms.

I will not:

- use the passwords of others.
- use the school's IT systems for gaming, gambling, shopping, file-sharing or video broadcasting.
- access illegal or inappropriate materials, or materials that may cause harm or distress to others.
- attempt to bypass the school's filtering and security systems in any way.
- install software on any school computer or alter any computer settings.
- open emails unless I know and trust the person/organisation who has sent them.
- for my own and others' safety, disclose personal information about me or others when online.
- arrange to meet 'online friends' unless I take an adult.
- take, or distribute, images of anyone without their permission.
- directly copy materials from online sources and present it as my own. Any usage of online research materials will be clearly acknowledged.
- download and use copyrighted online materials, including music and video, without the express permission of its creator.

I understand that the school may monitor my use of ICT systems, email and other digital communications if there are grounds to do so.

I will immediately report any damage or faults involving ICT equipment to staff, however this may have happened.

I am aware that, if I need help or advice regarding any aspect of ICT acceptable usage or e-safety concerns, I can talk to my tutor or head of year/head of house, a teacher, the sixth form team or a member of Key Services.

I have read and understood the above and agree to abide by all aspects of these guidelines.

Name **Signed** **Date.....**