



Acceptable use of the school's ICT systems and internet: agreement for students and parents/carers

Student's Agreement

I will read and follow the rules in the acceptable use agreement policy.

When I use the school's ICT systems (like computers) and get onto the internet in school I will:

- Always use the school's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission
- Keep my usernames and passwords safe and not share these with others
- Ensure that I use 'strong' passwords containing a mixture of letters and numbers, and that I change this on a regular (termly) basis
- Always check files brought in on removable media (eg USB sticks) with antivirus software before using them
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer
- Tell a teacher (or sensible adult) immediately if I find any material which might upset, distress or harm me or others that hasn't been picked up and blocked by the school network's filtering system
- Protect school IT equipment from spillages by eating and/or drinking well away from IT classrooms and IT equipment in other classrooms
- Always log off or shut down a computer when I've finished working on it

I will not:

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Attempt to install programs of any type on school computers
- Use websites/software in order to attempt to bypass school IT filters
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Create, link to or post any material that is pornographic, offensive, obscene or otherwise inappropriate
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision
- Wilfully cause damage to any school ICT equipment
- Use my own chargers to charge any mobile equipment whilst in school

Sixth Form Students:

- I will not attempt to connect my personal mobile equipment (laptops, tablets, mobile devices) to the school network, but may use the internet-only guest network during lessons/private study in designated Sixth Form areas
- If I bring a personal mobile phone or other personal electronic device into school I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online

If I bring a personal mobile phone or other personal electronic device into school:

- This is entirely at my own risk and I understand that the school will not be responsible for any loss or damage to the device
- Any device that is in plain sight will be confiscated and only returned to my parent/carer, who will need to collect it from the school office (students in Years 9-11)
- I will not use any device to film or record in school and understand that if the school is made aware that such activity has occurred and been shared, eg via social media, there may be serious sanctions including suspension or permanent exclusion
- I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online

All computer use, including Email usage and internet access is monitored and recorded centrally. The school's security and network management systems record each Internet page visited by users and tracks all e-mails sent and received. Files and communications on computer storage areas and removable storage devices may also be reviewed by staff to ensure you are using the system responsibly and in line with school policies.

I agree that if I violate these provisions, access to the internet will be denied and I will be subject to disciplinary action. Where damage is wilfully caused to ICT equipment, I understand that the school reserves the right to seek financial restitution from parents/carers. Additional action may be taken by the school in line with existing policies regarding school behaviour. For serious violations, suspension or expulsion may be imposed. Where appropriate, police may be involved or other legal action taken.

Parent/carer's agreement

I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for students using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these. I understand that if my child wilfully causes damage to school ICT equipment, the school reserves the right to seek financial restitution from me.

Parents/Carers are expected to:

- Notify a member of staff or the DSL of any concerns or queries regarding this policy
- Ensure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet (appendix 1)

Parents/Carers can seek further guidance on keeping children safe online from the following organisations and websites:

- What are the issues? - [UK Safer Internet Centre](#)
- Hot topics - [Childnet International](#)

Parent resource sheet - [Childnet International](#)

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