

## STUDENT/PARENT AGREEMENT FOR ACCEPTABLE USE OF ICT 2020 -2021

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

### For my own personal safety:

- I understand that the school will monitor my use of its ICT systems, email and other digital communications.
- I will not share my username and password nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line.
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report to an appropriate adult any unpleasant or inappropriate material or messages that I see on-line.

### I understand that everyone has equal rights to use technology as a resource:

- I understand that the school allows me to bring a device to school to support my learning. I will only use my device for personal or recreational use at break and lunchtime, and only in accordance with the school's Behaviour for Learning policy.
- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission from a member of staff to do so.
- I will not try (unless I have permission from a member of staff) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing in a network, or video broadcasting (eg YouTube), unless I have permission from a member of staff to do so.
- I will not bring into school any content that is offensive, age inappropriate or illegal. I understand that, if I do, I will be required to remove the content.

### I will act as I expect others to act toward me:

- I 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.
- I will be polite and responsible when I communicate with others. I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute recordings or images of anyone without their permission.

### I recognise that the school has a responsibility to maintain the security and integrity of its technology, to ensure the school's smooth running:

- I will only use my personal hand held/ external devices (mobile phones, tablets, USB devices etc) in lessons if I have permission from a member of staff. I understand that, when I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.

- I will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programs or software that might allow me to bypass the filtering/ security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open 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 programs.
- I will not install or attempt to install programs of any type on a school machine, or store programs on a computer, nor will I try to alter system settings.
- I will only use chat and social networking sites on the school ICT systems with permission from a member of staff.

### When using the internet for research or recreation, I recognise that:

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

### I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also 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 Agreement for Acceptable Use of ICT, I will be subject to disciplinary action. This may include loss of access to the school network/internet, other sanctions consistent with the Behaviour for Learning Policy and, in the event of illegal activities, involvement of the police.
- I understand that if I do not sign this agreement, access may not be granted permission to bring my own device or access to school IT systems. I also accept that if I use my device in school or use any school IT systems, I will comply with this Agreement for Acceptable Use of ICT whether or not it has been signed.

Dated: \_\_\_\_\_ Student

Signed: \_\_\_\_\_ Student

Signed: \_\_\_\_\_ Parent/Guardian, (as the student is under 16)

Signed: \_\_\_\_\_ Form Tutor (on behalf of Gillotts School)