

Penair School: ICT Acceptable Use Policy:- Students

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications 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. The school also recognises that personal mobile devices such as mobile phones, PDAs and cameras are becoming ever more common and a part of everyday life.

This Acceptable Use Policy and Agreement is intended to ensure that:

- young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- young people learn the importance of ICT safety and security.
- school ICT 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 ICT to enhance their learning and will, in return, expect the students to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use 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 when using ICT at home or in school including social networking sites.

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of the danger of communicating with strangers when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line.
- I understand that it is not sensible to arrange to meet people in person that I have communicated with on-line only, but if I do I will do so in a public place and take an adult with me.
- I will report immediately any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- I understand that I am responsible for any content that I put on social networking sites e.g. Facebook and that it is unacceptable to use these to insult, embarrass or bully any other member of the school.

I understand that everyone has equal rights to use technology as a resource. Therefore:-

- 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 to do so.
- I will not try (unless I have permission) 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 try to use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube).
- 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.
- 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 opinions that are different to mine.
- I will not take or distribute images of anyone without their permission.

When using the internet, 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, videos, images and other intellectual property)
- 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 recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I understand the risks and 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 programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will only use my personal hand held / external devices (cameras / mobile phones / iPods /USB devices etc) in school if I have permission. Mobile phones will be switched off and out of sight throughout the school day without permission from school staff to do otherwise.
- I understand that, if 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 also understand that the school can take no responsibility for the security of such devices.
- 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 that sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will not use the school ICT systems to access or try to access chat and social networking sites or other sites on the schools internet filter list.

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 Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network/internet/email, temporary confiscation of personal equipment, detentions, exclusions, and contact with parents and in the event of illegal activities involvement of the police.

Student Acceptable Use Agreement

Please complete the sections below to show that you have read, understood and agree to the rules included in this Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school ICT systems and equipment (both in and out of school)
- I bring my own equipment to school eg mobile phones, PDAs, cameras etc
- I use my own equipment out of school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, VLE, website etc.

I understand that any breach of the conditions above will involve my network rights being suspended and my parents may be contacted if appropriate.

Name of Pupil:

Tutor Group:

Signed:.....(pupil)

Signed:.....(parent)

Date:.....