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ANNUAL PUPIL ICT ACCEPTABLE USE AGREEMENT: INCLUDING NETWORK, INTERNET, MOBILE PHONE, AND TEACHING

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General Use

The school provides ICT Systems and internet access to pupils primarily for use in connection with studies. Pupils may also use their own mobile phones at designated times and, by special permission, laptops, tablets and smart watches. This policy agreement applies to all these devices as relevant. **PLEASE SIGN AND RETURN THE FINAL SHEET.**

You must not:

- tell anyone your password
- access pornographic, obscene, violent, racist, extremist, other similar or illegal material
- use language, send or put material on any website which may be obscene, offensive, bullying, threatening, racist or inconsistent with the school's ethos and anti-bullying policy. This includes all social media sites such as Facebook, Instagram, Twitter, Snapchat, Tik Tok etc.
- post anonymous messages, messages using another's name, start or forward chain letters or e-mails
- violate copyright law - e.g. by downloading copyrighted material, music, video or information without permission
- use file sharing systems
- use the internet for gambling or personal gain
- use the internet for any criminal or other illegal activity
- breach the privacy of pupils or members of staff e.g. photographing, filming, recording or by giving someone else's phone number or email address without their express permission
- reveal personal information including pictures and videos about yourself or others via the network, internet or a mobile phone
- send any images or messages of a sexual nature (sexting)
- attempt to bypass any restrictions placed on devices used in the school
- agree to meet an individual with whom you have initially made contact online
- wilfully damage or steal any computer equipment or data
- disconnect an item of equipment (including a network cable)
- deliberately introduce any form of malware
- download or install programs without prior permission
- gain or attempt to gain unauthorised access to computers at the school or in any other location
- connect a personal laptop or tablet to the network without specific permission from a member of staff



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- log-on using another pupil's username

You may also use the internet and ICT systems, out of school hours, for personal use, but must follow the constraints as above. In addition, when accessing the internet for personal use you must take care that your internet usage does not slow down access of those that are doing schoolwork. Specifically, while others are still working you may not: download large files (e.g. graphics, music or video), watch streaming video or play online games.

Learning

The rules for learning are as follows.

- I will only use technology for school purposes as directed by my teacher(s)
- I will only use technology when there is a teacher in the class, and they have given permission to use it
- I will not reveal my passwords to anyone other than authorised members of staff
- I will make sure that my communication via technology is responsible and sensible
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across such material, I will report it immediately to my teacher or a member of staff
- I will not record, take photos or videos of my classmates or teachers during a lesson or whilst at school unless given express permission from my teacher. I will not adapt, publicise, edit or forward video or audio of recorded lessons and explanations which the teacher has shared, without the express permission of the teacher concerned
- I understand that these rules are to keep me safe and that if they are not followed, school sanctions may be applied and my parents contacted.

Online Learning

On occasion there may be need to participate in an online class, such as a holiday revision lesson or similar. Under these circumstances the virtual classroom should be treated as an extension of the actual classroom.

- The online meeting should take place from a space that is quiet, safe and free from distractions, preferably not a bedroom
- Pupils should be on time and dressed appropriately
- Pupils should remain attentive and interact patiently and respectfully at all times
- Pupils should leave the lesson when the teacher asks them to do so
- Pupils must not make any recordings or take photographs of the lesson. The teacher will record the lesson
- Pupils must not forward/amend or post any school recorded lesson



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By signing the Acceptable Use Agreement, you agree:

- I have read, understood and will abide by the school's policy concerning acceptable use of ICT systems, including use of the network, internet, mobile phones, personal laptops, tablets and smart watches
- I understand that the school may filter material on the internet and monitor and search my internet and network usage
- I understand that the internet contains material that is beyond the school's control and that even on a filtered system access to inappropriate and unsuitable material may be possible
- I understand that there may be random checks on my network, internet, mobile phone and personal laptop or tablet usage to monitor compliance with the school's policy or where there is reason to suspect abuse
- I understand that I will be responsible for all material placed on a website for which I am the account holder
- I agree that any material downloaded for an assignment will be listed in a bibliography, clearly acknowledging any directly quoted material and that all downloaded material will be used in an appropriate manner
- I will act responsibly in terms of my actions including the material that I access or send
- I understand that failure to abide by the school's policy on acceptable use will result in disciplinary action being taken including the withdrawal or limiting of access rights
- I understand that if I have a mobile phone and do not abide by the school's policy for its use, then I may no longer be allowed to use it in school until permission is again granted
- I understand that if I have permission to use a personal laptop or tablet and do not abide by the school's policy for its use then I may no longer be allowed to use it in school until permission is again granted
- I understand that should I carry out any illegal activity the school may advise the appropriate policing agency
- I understand that the school has the right to require me to remove defamatory or derogatory material that I am responsible for uploading to the internet and social media sites
- If I am unsure of any procedure or policy it is my responsibility to ask



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PUPIL ICT, NETWORK, INTERNET AND MOBILE PHONE ACCEPTABLE USE AGREEMENT

Pupil:

I have read, understood, and will abide by the School's Policy concerning acceptable use of ICT Systems, network, internet, mobile phones and personal laptops and tablets.

I understand that the school may filter material on the internet and monitor internet and network usage.

I understand that the internet contains material that is beyond the school's control and that even on a filtered system access to inappropriate and unsuitable material may be possible.

I understand that there may be random checks on my network, internet, mobile phone and personal laptop or tablet usage to monitor compliance with the School's Policy or where there is reason to suspect abuse.

I understand that I will be responsible for all material placed on a web site for which I am the account holder.

I agree that any material downloaded for an assignment will be listed in a bibliography, clearly acknowledging any directly quoted material and that all downloaded material will be used in an appropriate manner.

I will act responsibly in terms of my actions including the material that I access or send.

I understand that failure to abide by the school's policy on acceptable use will result in disciplinary action being taken including the withdrawal or limiting of access rights.

I understand that if I have a mobile phone and do not abide by the school's policy regarding its use, then I may no longer be allowed to use it in school until permission is again granted.

I understand that if I have permission to use a personal laptop or tablet and do not abide by the school's policy for its use, then I may no longer be allowed to use it in school until permission is again granted.

I understand that should I carry out any illegal activity the school may advise the appropriate policing agency.

I understand that the school has the right to require me to remove defamatory or derogatory material that I am responsible for uploading to the internet.

If I am unsure of any procedure or policy, it is my responsibility to ask.



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Full name (please print).....

Signature.....

Date.....

Parent's signature.....