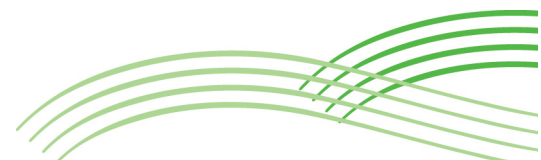


IT Acceptable Use Agreement for Key Stage 3, 4 and 6th Form

Key Document details:

Author:	Alex Hill	Approver:	CEO
Owner:	Mark Weller	Version No.:	2.0
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Acceptable Use Agreement for Key Stage 3, 4 and 6th Form

I understand that I must use school ICT systems in a responsibly to ensure 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/academy* will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it can be stolen.
- I will be aware of the dangers of communicating with stranger online.
- I will not disclose or share personal information about myself or others when online (this includes names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details, etc)
- If I arrange to meet people offline that I have communicated with online, I will do so in a public place and take a trusted adult with me.
- I will immediately report any unpleasant or inappropriate material or messages, or anything that makes me feel uncomfortable when I see it online, to a responsible adult such as teacher, mentor or member of staff.

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

- I understand that the *school/academy* systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- 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 use the *school/academy* systems or devices for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.

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 images of anyone without their permission.
- 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 *institution*
- I will not attempt to comprise the school's ICT systems by any form of malicious use e.g. hacking. If I do this I understand that appropriate sanctions and legal proceedings maybe enforced.
- I will only use my own personal devices (BYOD) in school if I have permission. I understand that, if I do use my own devices in the school I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand that BYOD devices cannot be used in specific areas of the school. These include changing rooms and toilets.
- 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 immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email or if I have any concerns about the validity of 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 any school device, nor will I try to alter computer settings.
- I will only use social media sites with permission and at the times that are allowed (schools/academies should amend this section to take account of their policy on access to social media).

When using the internet for research or recreation:

- I will make sure I have permission to use the original work of others in my own work
- I will not try to download copies if work is protected by copyright (including music and videos)
- I will 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/academy* 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, detentions, suspensions, contact with parents and, in the event of illegal activities, involvement of the police.

Please complete the sections below to show that you have read, understood and agree to the rules included in the 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/academy* systems and devices (both in and out of school)
- I use my own devices in the *school/academy* (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.
- I use my own equipment out of the school/academy in a way that is related to me being a member of this *school/academy* e.g. communicating with other members of the school, accessing school email, VLE, website etc.

Name of Student / Pupil: [Click here to enter text.](#)

Signed: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)