



Chenderit School

A VISUAL ARTS COLLEGE

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arts colleges

# Student ICT Acceptable Use Agreement

## School Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These 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.

This Acceptable Use Agreement is intended to ensure that:

- young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- school systems and users are protected from accidental or deliberate misuse that could put the security of the systems at risk and will have good access to digital technologies to enhance their learning and they will, in return, be expected to agree to be responsible users.

## Acceptable Use Policy Agreement

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

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications;
- I will keep my usernames and passwords safe and secure – I will not share them, 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 is possible that someone may steal it;  
**(NB Passwords must be complex; a minimum of 8 characters, and not be easy to guess);**
- I understand that I must not logon to or use any account other than my own and should logoff when leaving a workstation, even for just a short period of time;

I understand that everyone has equal rights to use technology as a resource and that the school systems and devices are primarily intended for educational use:

- I will not use them for personal or recreational use;
- I will not try 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 systems or devices for on-line gaming, on-line gambling, internet shopping.

I will act as I expect others to act towards 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 school:

- I will only use my own personal devices (mobile phones / USB devices etc.) 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 were using school equipment;
- I understand the risks and will not try to upload, download or access any materials which are illegal (including illegal copies of copyrighted music and videos), 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 treat school equipment with respect and not waste or damage resources;
- 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 or store programmes of any type on any school device, nor will I try to alter computer settings and I will only use social media sites with permission of staff and at the times that are allowed.

When using the internet for research, I recognise that:

- I must acknowledge any information used in my work that has been taken from websites. I will do this by referencing the website and the name of the author;
- 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 Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, contact with parents, internal and external exclusions, and in the event of illegal activities involvement of the police.

**Please complete the sections on the next page 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 systems and devices.**

# Student Acceptable Use Agreement Form

This form relates to the student Acceptable Use Agreement to which it is attached.

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 systems

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

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (when permitted) e.g. 6th form BYODs, mobile phones, USB devices, cameras etc.
- I use my own equipment out of the school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, VLE, website etc.

Name of student:	
Tutor group:	
Signed:	
Parent / Carer Countersignature:	
Date:	