



Acceptable use of the school's ICT systems and internet – agreement

This acceptable use agreement is intended to ensure that:

- Pupils/students are responsible and stay safe when using the internet and other technologies
- The school network and systems are protected from accidental or deliberate misuse that could affect the security of the systems

Name of pupil: _____

I understand that I must use the school systems (computers, laptops, tablets, internet, wi-fi) in a responsible way, to ensure that there is no risk to my or others' safety, or to the safety and security of the systems.

For my own personal safety:

- I understand the school will monitor my use of the systems, devices, websites visited and communication online.
- I will keep my username and password safe. I will not share them with others.
- I will not share my or others' personal information when online (e.g. name, address, email address, telephone number, age, financial details etc.) without the permission of a parent/carer or teacher.
- I will not arrange to meet anyone offline.
- I will immediately report any unpleasant or inappropriate material/messages or anything that makes me feel uncomfortable.
- I will always log off or shut down a device when I have finished using it.

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

- I understand that the school systems and devices are for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not use the school systems or devices for social media, chat rooms, gaming, gambling, shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission from 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 when communicating online (including emails). I appreciate that others may have different opinions.
- I will not bully or harass others via social media, email, messaging or any other means.
- I will not take or distribute images, videos or live streams of anyone.

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/laptop/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 was using school equipment.
- I will not upload, download or access materials that are illegal or inappropriate or may cause harm or distress to others, including indecent images and pornography.
- I will not use any programs or software that allow me to bypass the filtering/security systems in place to protect the network/devices/users.
- I will immediately report any damage or faults to a member of staff.
- I will not open any links or attachments in emails, unless I know and trust the sender (due to the risk of the attachment containing viruses or other harmful programs).
- I will not install or store programs of any type on any school device, nor will I try to alter the computer settings.

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

- I should reference where I got my information from, if I use it for my work.
- I should be careful when choosing my information, and that not all information is accurate on the internet.
- I should not use AI tools and generative chatbots (such as ChatGPT or Google Bard) during assessments or coursework, or present any AI-generated materials as my own work.

I understand that I am responsible for my actions, both inside and outside of school:

- I understand that the school 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 in or out of school and where they involve my membership of the school community (examples would be online-bullying, sharing of images or personal information, use of social media).
- I understand that if I fail to comply with this acceptable use agreement, I may be subject to disciplinary action.

I have read this acceptable use agreement, and will follow the rules. I understand that there will be consequences if I do not follow the rules set out.

SIGNED (Pupil/Student): _____ **DATE:** _____

Parent/Carer's agreement: I agree that my child can use the school's ICT systems and internet. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school. I will make sure my child understands these.

SIGNED (Parent/Carer): _____ **DATE:** _____