



Pupil Acceptable Use of IT Policy Agreement

Academy Policy

New technologies have become integral to the lives of children and young people in today's society, both within the Academy and in their lives outside Academy. 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.

This Acceptable Use Policy 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.
- That Academy ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The Academy will try to ensure that *pupils* will have good access to ICT to enhance their learning and will, in return, expect the *pupils* to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that the Academy will monitor my use of the Academy 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:-

- I understand that the Academy 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 "stranger danger" when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line.
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an 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 on-line.

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

- I understand that the Academy 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 use the Academy ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. You Tube) 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 and I appreciate that others may have different opinions.

- I will not take or distribute images of anyone without their permission.
- I will only use my personal hand held/external devices (mobile phones/USB devices etc) in the Academy if I have the express authority of a member of staff. Permission must be sought on each occasion. I understand that, if I do use my own devices in Academy, I will follow the rules set out in this agreement, in the same way as if I was using Academy equipment.
- 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 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 chat and social networking in school even if I can access them using 3G or 4G on my mobile phone as I know I should not be using my phone in school unless as above and I have express permission.
- I must not try to access any material that glorifies violence, promotes radicalisation, terrorism or racism, is pornographic, uses obscene language or demonstrates an intolerance for religious beliefs, or is in any way a breach of the law.

When using the internet for research or recreation, 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 and videos).
- 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 the Academy:

- I understand that the 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 Academy and where they involve my membership of the Academy community (examples should 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 Academy network/internet, detentions, exclusions, 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 Academy ICT systems.

Pupil Acceptable Use Agreement Form

This form relates to the pupil Acceptable Use Policy (AUP), 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 Academy ICT systems.

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

- I use the Academy ICT systems and equipment (both in and out of Academy).
- I use my own equipment in Academy (when allowed) e.g. mobile phones, PDAs, cameras etc.
- I use my own equipment out of Academy in a way that is related to me being a member of this Academy e.g. communicating with other members of the Academy, accessing Academy email, website etc.
- I understand this will apply from the date inserted below until such time as I leave the academy unless I am asked to sign an updated agreement in the future.

Name of Pupil

Signed Date

I understand this will apply from the date inserted below until such time as I leave the academy unless I am asked to sign an updated agreement in the future.

Approved by Governors: **July 2018**

Review Period: **1 year**

Review by: **July 2019**