

Lower School (Year 2 – 4) PUPIL USER AGREEMENT FORM for the Pupil Acceptable Use Policy



FORRES
SANDLE
MANOR

Name:

I agree to follow the school rules when using all forms of ICT devices in school.

I will use the ICT devices in a sensible way and follow all the rules explained by my teachers and contained in the 'Acceptable use of Digital Communications, the ICT Room and Network' situated in the IT room and the 'Guidance for the acceptable use of digital communications' posted in the Boarding House.

- I agree to report any silly use of devices to a member of staff.
- I agree to tell a member of staff if I see any information that makes me feel uncomfortable.
- I understand that staff are able to check my device if they suspect I have broken school rules and I agree that if I PIN lock a device, I will unlock it if a member of staff asks me to. If I do not unlock it I understand that the device will be taken from me and passed to my parents.
- If I do not follow the rules, I understand that I might not get to use mine, other people's or the school's devices.

Student Name (Printed): _____

FSM Pupil Acceptable Use Agreement Details:

This document refers to all Digital communications (including phones, computers, digital cameras, PDAs, E-readers, and gaming machines etc.)

I understand that I must use school 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.

If I have any concerns or questions with regards digital communications, the ICT room or network or their use I will see Mr Peak (Deputy Head), Mr Wells, (Headmaster) or Mr Albury, (Network Manager)

I understand that these rules are in place to enable me to use ICT safely

I know that my use of a school device is monitored to ensure I am behaving in an acceptable way. I also understand the school has the right to examine any data or files on a device if they think there is good reason to do so.

I agree to use ICT by these rules when:

- I use the school ICT or my own ICT (when allowed) in school
- I use my own ICT out of school to use school sites or for school activities

I understand that if I do not follow them the following sanctions may be used:

1. Loss of use of the device/ICT use on a temporary or permanent basis depending on the seriousness of the breach of trust
2. Additional disciplinary action may be taken as required in accordance with school Behaviour and Disciplinary policy and Cyber Bullying policy.
3. Certain types of Internet and Email abuse are illegal and in such cases appropriate action will be taken following guidance from the appropriate agency or the Police.