



## Upper School Pupil Acceptable Use Agreement

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)

### Keeping Safe

- I will not use ICT in school (including my own ICT) without permission.
- I know that the school will monitor my use of the ICT systems and communications.
- I will only use my own user names and passwords which I will choose carefully to protect my identity and I will not share them.
- I will keep my personal details and those of others private.
- I will log off sites and computers when finished.
- I understand that different sites have safety features and use them.
- I will not visit unsafe sites or register for things I am not old enough for.
- I will not try to upload, download or access anything online which is illegal or inappropriate or may cause harm or distress to others.
- I will not try to bypass the filtering and security systems in place on school ICT.
- I will not bring in/play or watch age inappropriate material in school.

### Communicating

- I know that I need to be polite and friendly online.
- I know that others may have different opinions and that I should respect them.
- I am careful about what I send in messages and the language I use as I know that messages can be forwarded on to my parents or headmaster.
- I know that people online may not be who they seem.
- I will make sure my teacher / parents know who I communicate with online.
- If I want to arrange to meet an online friend I will tell an adult and take someone with me.
- I will not open messages if the subject field contains anything offensive or if I do not know who it is from.
- I will not use chat and social networking sites.

### Research and Fun

- I will use clear search words so that I can find the information I want safely.
- I will double check the information that I find, as some information online may not be truthful.
- I know that some content may not be filtered out.
- I know that school ICT is for learning and I will not use the systems for personal use or fun unless I have permission. This includes making large downloads/uploads, games, shopping and video broadcasting.

### Sharing

- I will not access or use any other user's files without their permission and will credit their work if I use it.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- I know that downloading from fileshares is illegal and that it can lead to viruses which could damage the computer, slow it down and eventually lead to it having to be removed and cleaned.
- I will not take images of anyone in changing rooms or dormitories.
- I will not take or share images of anyone without their permission.
- I will take care about what I publish on the web as I know once published I cannot control what it is used for.

## **Buying and selling**

- I can identify web sites that are trying to sell something.
- I know that I should ask permission if I am buying / selling anything online.
- I know that I should not respond to offers that I have not asked for as they may be scams.
- I will not use someone else's identity to buy things online

## **Problems**

- I will not try to alter computer settings or install programmes unless I have permission.
- I will immediately report any unpleasant or inappropriate material or messages that I see on computer or online.
- I will not damage equipment and will report any damage or faults involving equipment or software, however this may have happened.
- If I receive an upsetting message / e-mail I will not reply but will save it and report it. If it is received via a chat program or posted on a social networking site, I know I should take a screen shot of it so it can clearly be seen in context.
- I know that viruses and other harmful programmes can be sent by e-mail so I will not open any attachments to emails unless I know and trust the person who sent it.

## **Acceptable Use Agreement Form**

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

I know that my use of the ICT in school could be 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.