

E-Safety: Acceptable ICT Use Agreement for Students

Version Number	2.0
Date of Issue	July 2021
Date Approved	July 2021
Date for Review	July 2023
Approved by	Head and Safeguarding Governor
SLT Member Responsible	Director of Finance & Resources

Student Acceptable Use of ICT Agreement

(To be read in conjunction with the E-Safety Policy and associated guidance)

All students have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. To ensure that students are fully aware of their responsibilities when using Information Communication Technology (ICT) and the school systems, they are asked to read and sign this Acceptable Use Policy.

This is not an exhaustive list and all students are reminded that ICT use should be consistent with the school ethos, other appropriate policies and the Law.

- Students should ensure that they do not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring them, their families, or the school into disrepute.

ICT Systems

Information Systems and ICT include networks, data and data storage, online and offline communication technologies and access devices. Examples include mobile phones, PDAs, tablets, digital cameras, email and social media sites.

School-owned information systems must be used appropriately. Hardware and software provided by the school is primarily for students to use in order to carry out their studies.

- Students should not use the system for personal or recreational use unless they have permission.

Students are expected to comply with the requirement to use appropriate passwords and other security measures introduced from time to time.

- To prevent unauthorised access to systems or personal data, students must not leave any information system unattended without first logging out or locking the device as appropriate.
- Students must not share their passwords or other security information and must not use another's password to access the system.
- Students must not download any software or install any hardware onto the network without agreement from the ICT Manager.
- Students must not attempt to modify the desktop or otherwise alter the set-up of a device.

If students suspect a computer or system has been damaged or affected by a virus or other malware they must report this to the ICT support team immediately

Students may use their own devices in school, providing they have the relevant permissions. This includes use of the WIFI. Students are expected to follow the rules set out in this agreement, in the same way as if they were using school equipment.

Using email for school business

All students are provided with a school email address. Electronic communications with other staff and other professionals should only take place via the school email address.

Students are advised to ensure that only school correspondence is received to and sent from the school email address. This is to protect student's privacy and ensure that school business is kept separate from private correspondence. Students can only send/receive internal emails unless granted access to send/receive to specific external email domains by the IT Manager.

- Students must not open any attachments to emails, unless they know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- Students are expected to use the channels of communication in a polite and responsible way without using strong, aggressive or inappropriate language. They must also appreciate that others may have different opinions.

Staying Safe and Respecting other users

In order to stay safe students are advised:

- not to disclose or share personal information when on-line.
- only arrange to meet new friends met on-line in public places and with an appropriate adult
- to immediately report any unpleasant or inappropriate material or messages or anything that makes them feel uncomfortable when they see it on-line.
- when using the internet to find information, to take care to check that the information is accurate, as the work of others may not be truthful and may be a deliberate attempt to mislead

Students must respect other users of the system. They should:

- respect others' work and property and not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- ensure that they have permission to use the original work of others in their own work
- not try (unless with 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.
- where work is protected by copyright, not try to download copies (including music and videos)
- not take or distribute images of anyone without their permission.

System Monitoring

The school constantly monitors the use of information systems, including Internet access and the interception of e-mails in order to monitor compliance with this Acceptable Use Agreement and the School's other e-safety and data security policies.

Where Management believes unauthorised and/or inappropriate use of the school's information system or unacceptable or inappropriate behaviour may be taking place there will be a full investigation which could result in disciplinary action taking place. This is extended to inappropriate behaviour outside the school if other members of the school community are involved.

If the school suspects that the system may be being used for criminal purposes or for storing unlawful text, images or sound, the matter will be brought to the attention of the relevant law enforcement organisation.

Student Acceptable Use of ICT Agreement Form

If you do not sign and return this agreement, access will not be granted to school ICT systems.

- I have read and I understand the Student Acceptable Use of ICT Agreement terms (see previous pages attached)
- I understand that, if I fail to comply with this Student Acceptable Use of ICT Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.
- 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 I am responsible for my actions, both in and out of school:

Name of Student

Form Group

Signed

Date