

# Students Acceptable Use Policy Agreement

New technologies have become integral to the lives of children and young people today, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open new opportunities for everyone. These technologies can stimulate discussion, promote creativity, and stimulate awareness of context to promote effective learning. Young people should always have an entitlement to safe internet access.

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 school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

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

## Acceptable Use Policy Agreement

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.

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email, and other digital communications.
- I will not share my username and password with anyone or 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 online.
- 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 to support our education:**

- I understand that the school ICT systems are 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 use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing.
- I will only use YouTube if I have permission 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 understand that the school has a responsibility to keep the technology secure and safe:

- I understand that I do not use my own devices in school.
- 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 program 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 / organization who sent the email, due to the risk of the attachment containing viruses or other harmful program.
- I will not install or attempt to install programs of any type on a machine, or store programs on a computer, nor will I try to alter computer settings.
- I will only use chat and social networking sites with permission and at the times that are allowed and supervised.

When using the internet for research for my schoolwork, I understand 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 find is accurate, as I understand that the work of others may not be correct.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school could act against me if I am involved in incidents or inappropriate behavior that are included in this agreement when I am out of school as well as in school. Examples of this is cyberbullying, sending/receiving inappropriate images and misuse of personal information.
- I understand that if I do not follow this Acceptable Use Policy Agreement, it will lead 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.

**Please complete the sections on the next page 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 school ICT systems.**

## **Student Acceptable Use Agreement Form**

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

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

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) e.g. mobile phones, cameras etc.

- I use my own equipment out of school in a way that is related to me being a member of this school e.g. communicating with other members of the school e.g. through social networks, mobile phones, accessing school email, Learning Platform, website etc.

Student name:.....

Grade and Section:.....

Signed:..... Date:.....