

NORTON CANES HIGH SCHOOL



Use of ICT across the school

Student Acceptable Use Agreement

In making this agreement I understand that:

- φ I am responsible for my actions, both in and out of school:
- φ 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).
- φ If I fail to comply with this Acceptable Use Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, isolation, contact with parents and in the event of illegal activities involvement of the police and the possibility of exclusion
- φ 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.
- φ The school will monitor my use of the ICT systems, email and other digital communications.
- φ The school 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.

For my own personal safety I will:

- Not share my username and password, nor will I try to use any other person's username and password.
- Be aware of "stranger danger", when I am communicating on-line.
- Not disclose or share personal information about myself or others when on-line.
- Only meet people off-line that I have communicated with on-line when I have permission from a parent/carer and then only in a public place accompanied by an adult
- Immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable, when I see it on-line

For the safety and well-being of others 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.
- 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.
- Not take or distribute images of anyone without their permission.

I will use the school system for educational purposes and in a responsible manner including:

- I 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 who 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 attempt to use chat and social networking sites during the school day. I will not try to make 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 school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.
- I will only use my personal hand held / external devices (mobile phones / USB devices etc) in school if I have permission. I understand that if given permission and if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.

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.

Further information available from:-

[http:// old.kidsmart.org.uk](http://old.kidsmart.org.uk)

[https:// www.thinkuknow.co.uk/parents](https://www.thinkuknow.co.uk/parents)