



Acceptable Use of ICT Protocol

Agreement for Students

I understand that I must use School systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

When using the School's ICT facilities:

- I understand that the School systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have prior permission;
- I understand that the School may monitor my use of the devices, systems, services and communications at any time;
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it;
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc);
- 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 will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes);
- I will respect others' work and property and will not access, copy, remove or otherwise use or alter any other user's files, without the owner's knowledge and permission, and I will ensure that any use is in accordance with School policies and protocols;
- I understand there are risks when using the systems and services, 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 programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials;
- 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 respect copyright of materials and intellectual property rights and not take or distribute text, images or other materials without permission;
- I will not use or modify any of the School devices, systems and services in any way that will disrupt their use for others in any way;
- I will not install or attempt to install or store programmes of any type on any School device, nor will I try to alter computer settings;
- I understand that I am not permitted to attempt to connect any devices or systems (eg laptops, mobile phones, USB devices, etc) to any School devices, systems or services without prior permission from an Authorised Person within the School. I understand that, if I am permitted to 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.

I understand that I am responsible for my actions, both inside and outside of the School:

- 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 the School and where they involve my membership of the School community (for example, cyber-bullying, use of images or personal information).



- I understand that if I fail to comply with this Acceptable Use of ICT Protocol – Agreement for Students, I will be subject to disciplinary action. This may include loss of access to the School ICT systems and services, disciplinary action as set out in the codes of conduct and in the event of illegal activities involvement of the police.

I agree to follow these guidelines at all times when:

- using or connected to the School's devices, systems and services;
- using my own equipment inside or outside of the School in a way that is related to me being a member of this School (for example, communicating with other members of the School, accessing School email, websites and services, etc).

I have read and understand that use of the School ICT systems and devices is governed by the full Acceptable Use of ICT Protocol and the Online Safety Protocol. Both of these Protocols are available on the School's website.

Print Name (Student): _____

Signed (Student): _____

Date (Student): _____

Print Name (Parent): _____

Signed (Parent): _____

Date (Parent): _____