

ICT ACCEPTABLE USE POLICY FOR PUPILS

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 or to the reputation of the School.

For my own safety:

- I understand that the School will monitor my use of all ICT systems.
- I will not share my username and password with anyone else, nor will I use anyone else's.
- I will be aware of "stranger danger" when I am communicating online and report anything suspicious to a member of staff.
- I will not disclose or share personal information about myself or others when online.
- I will immediately tell a member of staff if I see anything online that is unpleasant, inappropriate, illegal or makes me feel uncomfortable.
- I will only join personal messaging groups on the School system such as Yammer which have been set up by staff for a specific activity.
- I will not use social network sites or apps until I am legally old enough to do so. When I do so I will ensure that I follow all the rules set out in this agreement.

I will act as I expect others to act toward me:

- I will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will always be polite and responsible when I communicate online. I will not use inappropriate, strong or aggressive language and I will appreciate that others may have different opinions.
- I will not use any electronic means to embarrass, distress or bully others or that would bring the School into disrepute.
- I will not take or distribute photos or videos of anyone without their permission, or store photos or videos of any activities in school without the permission of a member of staff.
- Whilst it may be beneficial and appropriate to take a photograph of work on a whiteboard in a classroom setting for educational purposes, I will not take any images or video footage (films) of teachers or lessons, without the express permission of the teacher.
- I will not take, distribute or show inappropriate photos, videos or any other material that would cause harm or bring the School into disrepute.

Use of email

- If I am in Years 7-10 I will not contact teachers directly via email. If I require support from a teacher I will seek them out in person.
- Teachers may set work for me via Firefly. When I am in Years 7-10 teachers will use Firefly rather than email if they need to send work related electronic messages to me.

To ensure that everyone has fair access to resources:

- I will not use the systems for personal or recreational use unless I have permission from a member of staff to do so.
- I will not try to download or upload large files without permission.
- I will keep my user area on the School network organised and delete files that are no longer needed.
- I will only use my personal or hand held devices in school if I have permission and when I do so I will follow the rules set out in this agreement.
- I understand the risks of, and will not try to upload, download or access, any materials which are illegal or may cause embarrassment, distress or harm to others.

- I will not try to use any programs, internet sites or software that might allow me to bypass the filtering/security systems which are in place for the safety of everyone in the School community.
- I will immediately report any damage or faults involving equipment or software, however this may have happened, to a member of staff.
- I will only open any email attachments from people and organisations that I know and trust.
- I will not install or attempt to install programmes or alter the settings of a school issued computer or iPad unless I have permission from a member of staff.

When using the internet for research or recreation, I understand that:

- I should ensure that I have permission to use the original work of others in my own work or if I do, I will formally acknowledge my sources.
- Where work is protected by copyright, I will not download copies (including music, images and videos).
- If I need to look at a website that is unavailable for my academic work I must get permission from a member of the teaching staff first.
- When using my own internet connections within school, I will follow the same rules as if I am using the internet on a school computer or iPad (see above).

I understand that I am responsible for my actions, both in and out of 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 school and where they involve my membership of the School community.
- I understand that any breaches of this agreement will be dealt with by the School who will take the action deemed necessary.

If I have been issued with an iPad by the School, or I am using my iPad at school, I agree:

- That I will abide by all other parts of this agreement when using my iPad.
- That I will not attempt to bypass or remove it from the School's Mobile Device Management System.
- To lock it with a secure pass code of at least 6 numeric or alphabetical characters.
- To keep it in the case provided by the School at all times. I understand that if my iPad is broken or damaged when not in its case I will have to pay for it to be repaired, as it will not be insured.
- To keep my iPad out of sight in my bag when walking to and from school.
- To bring it to school every day with a fully charged battery.
- To lock my iPad safely in my locker when I am unable to carry it with me (for example during PE lessons).
- To report any damage to my iPad immediately to a member of IT Staff.
- To only use my iPad in lessons when instructed by a teacher.
- Not to use another pupil's or teacher's iPad without their permission.
- Not to install additional apps not provided by the School without permission from a member of staff.
- That using an iPad in school is a privilege that can be removed if I misuse it in any way.
- I understand that if my iPad was provided by the School the iPad remains the property of the School and will need to be returned to the School in good condition when I leave Farnborough Hill (or am given another electronic device by the School) on a date to be specified by the School and that otherwise I will be charged.

This policy is reviewed annually by the Assistant Head in conjunction with the Director of ICT.

The next review is due in October 2018.

ICT Acceptable Use Policy for Pupils Consent Form

Please complete the sections below to show that you have read, understood and agree to the rules included in the ICT Acceptable Use Policy for Pupils. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the ICT Acceptable Use Policy for Pupils (September 2018) and agree to follow these guidelines.

Name of Pupil

Form

Signed

Date

Parent Signature.....

Date.....