

**I WILL:**

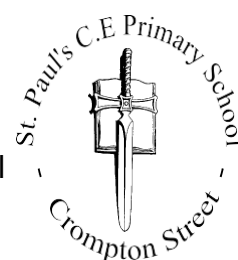
- treat my username and password like my toothbrush – I will not share it, or try to use any other person's username and password
- immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online
- respect others' work and property and will not access, copy, remove or change any one else's files, without their 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
- understand that, 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
- immediately report any damage or faults involving equipment or software, however this may have happened
- only use internet sites that we are given permission to use and at the times that are allowed
- \* only complete searches related to work being completed

**I WILL NOT:**

- try (unless I have permission) to make downloads or uploads from the Internet
- take or share images (pictures and videos) of anyone without their permission
- use the school ICT systems for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.
- try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others
- 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
- 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
- attempt to install programmes of any type on a machine, or store programmes on a computer
- try to alter computer settings
- \* share images on social media wearing uniform linking me to school

## Student/Pupil Acceptable Use Agreement Form

This form relates to the student/pupil Acceptable Use Policy (AUP) overleaf. Please discuss this with your child and sign and return to school in order for your child to be able to use the school ICT provision within controlled environments, whilst teaching them how to remain safe online.



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 (examples would be cyber-bullying, use of images or personal information)
- I understand that if I fail to follow this Acceptable Use Policy Agreement I may lose access to the school network/internet, be disciplined in accordance with the behaviour policy, contact with parents will be made, and, in the event of illegal activities, involvement of the police.

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 out of school in a way that is related to me being a member of this school e.g. communicating and using social media with other members of the school or other adults and pupils, accessing the website etc

(Parents/carers are requested to sign the permission form below to show your support of the school in this important aspect of the school's work).

|                        |  |      |
|------------------------|--|------|
| Name of Student/Pupil  |  |      |
| Group/Class            |  |      |
| Signed (Student/Pupil) |  | Date |
| Signed (Parent/Carer)  |  | Date |