

Student Acceptable Use Policy Agreement Form

This form relates to the Student Acceptable Use Policy, to which it is attached.

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

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

I use the Academy systems and devices (both in and out of Academy)

I use my own equipment out of the Academy in a way that is related to me being a member of this Academy e.g. communicating with other members of the Academy, accessing Academy email, VLE, website.

Name of Student

Signed

Date

Parent / Carer Countersignature

I certify that I have read with my child the Castle Hall Academy Student Acceptable Use Policy for use of IT equipment within and outside of the Academy.

Name of Student

Parent Signature

Date

Student Acceptable Use Policy Academy Policy

The following is the Academies policy governing the acceptable use of IT Equipment including the Internet and e-mail.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that Academy systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The Academy will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

Acceptable Use Policy Agreement

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

For my own personal safety:

- I understand that the Academy will monitor my use of the IT systems, devices and digital communications.
- 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 be aware of "stranger danger", when I am communicating on-line. I will not arrange to meet them off-line in person.
- 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 understand that everyone has equal rights to use technology as a resource and:

- I understand that the Academy IT system's and devices are primarily intended for educational use and that I will not use them for personal or recreational use.
- I will not make large 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 Academy IT system's or devices for on-line gaming, on-line gambling, on-line chat, internet shopping, file sharing, audio and video streaming or video broadcasting (eg YouTube) without permission from my teacher.
- I will not change or tamper with Academy IT systems hardware or software nor change any default settings which results in equipment becoming unusable or in need of repair.
- When using any Academy owned portable IT equipment (laptops, netbooks, iPads, digital cameras or smart phones) I understand that it is my responsibility to take care of the equipment whilst in my possession and to be sure it is returned to a teacher in good working order.
- I understand that in no circumstances should food or drink be consumed when using the Academy IT systems

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.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language nor act in a bullying nature and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the Academy has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the Academy:

- I will only use my own personal devices (mobile phones / USB devices etc) in the Academy if I have permission to do so. I understand that, if I do use my own devices in the Academy I will follow the rules set out in this agreement, in the same way as if I was using Academy equipment.
- 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.
- I will not 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 as stated above.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- 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 not install or attempt to install or store programmes of any type on any Academy device, nor will I try to alter computer settings.
- I will only use social media sites with permission and at the times that are allowed.

When using the internet within the academy, I recognise that:

- Work/activity/games on the Internet must be directly related to your schoolwork.
- 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.

I will be act responsibly in my communications when using the Academy e-mail system:

- I will not send unauthorised transmissions to a third party of confidential material concerning the activities of Castle Hall Academy or infringes the copyright of another person, including intellectual property rights
- I will not allow unauthorised provision of access to Academy services and facilities by third parties
- I will not take part in activities that corrupt or destroy other users' data or that disrupt the work of other users
- I will not take part in the creation or transmission of any offensive, obscene or indecent images, data, or other material, or any data capable of being resolved into obscene or indecent images or material
- I will not send material which is likely to cause annoyance, inconvenience or needless anxiety nor material that is abusive or threatening to others, or serves to harass or bully others

- I will not send material that either discriminates or encourages discrimination on racial or ethnic grounds, or on grounds of gender, sexual orientation, marital status, disability, political or religious beliefs.
- I will not take part in the creation or transmission of anonymous messages, i.e. without clear identification of the sender

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

- I understand that the Academy 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 Academy and where they involve my membership of the Academy community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This will include loss of access to the Academy network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police. Please see the sanctions displayed on the walls in IT classrooms.

Responsibilities of Parents and Carers

- Help and support the school in promoting online safety
- Read, understand and promote the pupil AUP with their children
- Discuss online safety concerns with their children, show an interest in how they are using technology, and encourage them to behave safely and responsibly when using technology
- Consult with the school if they have any concerns about their child's use of technology
- To agree to and sign the home-school agreement which clearly sets out the use of photographic and video images of students.
- To agree to and sign the home-school agreement containing a statement regarding their personal use of social networks in relation the Academy:

We will support the school approach to online safety and not deliberately post comments or upload any images, sounds or text that could upset or offend any member of the school community or bring the school into disrepute.

Please complete the sections 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 Academy IT systems and devices.

If you do not understand any part of this Acceptable Use Policy, please contact a member of staff.