



**THE PARK**  
COMMUNITY  
SCHOOL

## **Student/Parent ICT Acceptable Use**

### **Policy**

#### **Policy Update**

**Policy Lead Person:** Deputy Head

**Reviewed/approved by:** Governors' T & L Committee - 7th February 2019

**Next Review Date due:** Governors' T&L Committee: February 2021

# **ICT Acceptable Use Agreement**

Digital technologies have become integral to the lives of children and young people, both within and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can generate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

## **The Acceptable Use Agreement 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 school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The School will aim 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.

The school uses **Google Apps for Education**. The following is available to each student:

- Mail – an individual email account for school use, managed by the school
  - Calendar – an individual calendar allowing students to organise activities and assignments
  - Docs – word processing and spreadsheet tools
  - Drive – storage area for work
  - Sites – an individual and collaborative website creation tool.
- These services are entirely online and available from any internet connected computer/device, including tablets and mobile phones.

## **Acceptable Use 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.

### **For my own personal safety:**

- I understand that the school and SWGfL may monitor my use of 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 see it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc. )
- I will immediately report any unpleasant, extremist, radicalised or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line to my Computer Teacher, Head of Computing, Deputy Headteacher or Edutech.
- I will immediately report any of the above if I see it on another computer screen to the staff noted above.

### **I understand that everyone has equal rights to use technology as a resource and:**

- I understand that the school systems, devices and Google Apps for Education, are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to 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 school systems or devices for on-line gaming, on-line gambling, internet shopping, commercial purposes [eg. running a business] file sharing, or video broadcasting.

### **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, without the owner's knowledge and permission.
- 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 not take or distribute images of anyone without their permission.

**I recognise that the school has a responsibility to maintain the security and integrity of the technology offered me and to ensure the smooth running of the school:**

- I will only use my own personal devices (mobile phones / USB devices etc) on school trips and visits, if I have permission . I understand that, if I do use my own devices, I will follow the rules set out in this agreement, in the same way as if I was using school 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, 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, to the Network Administrator or Deputy Headteacher responsible for ICT.
- 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 programmes of any type on any school device, nor will I try to alter computer settings.

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

- I should have permission to use the original work of others in my own work
- Where work is protected by any form of copyright, I will not download copies (including music and videos)
- When I am using the internet to find information, I will 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 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 comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities, involvement of the police.

**Please complete the sections on the next page 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 school systems and devices.**

Approved by Governors' Resources Committee: 07/02/2019

Review: 2021

# The Park Community School Barnstaple



## **Student Acceptable Use Agreement Form**

Please complete the sections below 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 school ICT systems.

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

- I use the school systems and devices (both in and out of school)
- I use my own devices on school trips/visits (when allowed) eg mobile phones, cameras etc
- I use my own equipment out of the school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, VLE, website etc.

Name of Student

Tutor Group

Signed

Date

## **Parent**

As the parent of the above student, I agree to the Acceptable Use Agreement and to my son/daughter having a Google Apps for Education account at The Park Community School.

Signed

Please print name

Relationship to student

Date