



Napperby Primary School

Student ICT Acceptable Use Agreement

The Agreement between Student and School

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and raise awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

At Napperby Primary School our aim is to:

- develop student confidence in using a broad range of ICT's
- enable students to critically choose and use ICT to support their learning

This Acceptable Use Agreement is intended to ensure:

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

ICT User Acceptable 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:

1. I understand that the school will monitor my use of the ICT systems, email and other digital communications.
2. I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
3. I understand that if I share my username and password and someone misuses it I can be accountable.
4. I will be aware of "stranger danger", when I am communicating on-line.
5. I will not disclose or share personal information about myself or others when on-line.
6. I will not arrange to meet on-line people.
7. I will not engage in cyber-bullying of anyone including students and staff members.
8. I understand that DECS has internet filtering in all schools but it is not possible to block all sites. I will immediately report to a staff member 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:

9. I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
10. 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.
11. I will not use the school ICT systems for on-line gaming, internet shopping, file sharing, or video broadcasting (eg YouTube), social networking unless I have permission of a member of staff to do so.

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

12. 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.
13. 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.

14. I will be careful in my communications as I am aware that sometimes information can be misinterpreted.
15. I will not take or distribute images of anyone without their permission.
16. I am aware that any digital communication I am responsible for can be tracked even after it has been deleted.
17. I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:
18. I will only use my personal hand held / external devices (mobile phones / USB devices/ipods etc) in school if I have permission. I 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.
19. I understand that if a staff member suspects that I have been using personal devices inappropriately the principal has the right to confiscate the device and hand it to the police for investigation.
20. 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.
21. I will immediately report any damage or faults involving equipment or software, however this may have happened.
22. I will not 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.
23. I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
24. I will not access personal chat and social networking sites.

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

25. I should ensure that I have permission to use the original work of others in my own work
26. Where work is protected by copyright, I will not try to download copies (including music and videos)
27. 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 understand that I am responsible for my actions, both in and out of school:

28. I understand that the school also has the right to take action 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).
29. 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, suspension, contact with parents and in the event of illegal activities involvement of the police.

Please complete the sections on 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. This form relates to our Napperby Primary School Cyber Safety Policy.

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 in school (when allowed) eg mobile phones, cameras, iPods etc
- ☐ I use my own equipment out of 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, , website etc.

Name of Student	
Class	
Student Signature	
Parent Signature	
Date	