

Changing Lives Learning Trust

CHANGING LIVES LEARNING TRUST STUDENT ICT ACCEPTABLE USE AGREEMENT

- I will only use Information and Communication Technologies (ICT) systems in the academy, including the internet, email, digital video, mobile technologies, etc. for educational purposes.
- I will only log on to the academy network/Learning Platform, other systems and resources with my own username and password. I will not share my username and password, nor will I try to use any other person's username or password.
- I will follow the academy's ICT security system and not reveal my passwords to anyone and change them regularly.
- I will only use my academy email address for educational purposes. I will check my email regularly and carry out routine "housekeeping" of my email messages.
- I will not give out my personal information or that of others such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- I will not arrange to meet anyone I have met over the internet.
- I will make sure that all ICT communications with students, teachers or others is responsible, polite, and sensible. I will not use strong, aggressive, or inappropriate language and I appreciate that others may have different opinions.
- I will 'log off' when leaving a computer.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will only save files to the network that are related to schoolwork. I will not use filenames that could be considered offensive.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- I will not take photographs, video or audio of staff nor other students in the trust without their permission.
- I am aware that when I take images of students and/or staff, that I must only store and use these for school purposes and in line with school procedures and must never distribute these outside the school network without the permission of all parties involved, including in school breaks and all occasions when you are in academy uniform or when otherwise representing the academy.

- I will not bring in discs and USB pens or other portable devices from home without permission. I will screen all such devices for malicious software before I connect or load any files onto the Trust network.
- I will not attach any device to the Trust network which may contain files which breach copyright, data protection or other laws.
- I agree not to bring in ICT hardware from outside of the Trust and use this hardware on the Trust network.
- I will ensure that my online activity, both in the academy and outside the academy, will not cause my academy, the staff, students, or others distress or bring the academy community into disrepute, including through uploads of images, video, sounds or texts.
- I understand that I am responsible for my actions, both in and out of the academy and that the academy 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 the academy and where they involve my membership of the academy community (e.g., cyberbullying, use of images or personal information etc.)
- I understand that the academy 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.
- 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.
- 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 always respect the privacy and ownership of others' work online and will not access, copy, remove or otherwise alter any other user's files without the owner's knowledge and permission. Where work is protected by copyright, I will not try to download copies (including music and videos).
- I will avoid plagiarism by not passing off work downloaded from the internet as my own.
- I will give clear references to sources where I have downloaded someone else's work.
- 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 only use my personal hand-held/external devices in the academy if I have permission. 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 will immediately report any damage or faults involving equipment or software; however, this may have happened.

- I will not open any attachments to emails unless I know and trust the person or organisation that sent the email due to the risk of the attachment containing a virus or other harmful programme.
- 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.
- I will only print copies of my work when it is really necessary. I will reduce my printing by selecting page or printing handouts. I will only print in colour when this is essential to my learning. I understand that the Trust will monitor any printing that is excessive and may take action if this is excessive.
- I will notify an adult immediately if I suspect someone of misusing ICT facilities, social media or the internet.
- I will ensure my personal portable device allocated to me is brought to the academy ready for use.
- I understand I am responsible for the use and care of any portable device intended for my personal use whilst a student at the academy.
- I will respect Trust resources and not damage or steal ICT facilities.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, academy sanctions will be applied, and my parent may be contacted, and any illegal activities will be reported to the Police.



Changing Lives Learning Trust

RESPECT · RESILIENCE · ACHIEVEMENT · OPPORTUNITY

Student ICT Acceptable Use – Student and Parent Agreement

Dear Parent

ICT including the Internet, learning platforms, email and mobile technologies and online resources have become an important part of learning in our academy. We expect all students to be safe and responsible when using any ICT. It is essential that students are aware of online safety and know how to stay safe when using any ICT.

Students are expected to read and discuss this agreement with their parent or carer and then to sign this declaration and follow the terms of the agreement. Any concerns or explanation can be discussed with their form teacher or Head of Year. A parent or carer is also asked to sign below to acknowledge that this agreement is in place.

I have read and understood the above statements and I agree to comply with the Trust rules for the use of ICT facilities, social media and the internet. I understand that failure to do this could result in the loss of my access rights to these facilities or the internet, along with further sanctions for serious misuse.

Name of Student:		Class/Year Group:	
Student Signature		Date:	

As the parent or legal guardian of the student signing above, I grant permission for them to use electronic mail, social media and the internet. I understand that students will be held accountable for their own actions. I also understand that some material on the internet or social networking sites may be objectionable and I accept responsibility for setting standards for them to follow when accessing selecting, sharing and exploring information and media.

Name of Parent/Carer:			
Parent Signature		Date:	

Thank you for your continued support

