



THE CONSORTIUM  
ACADEMY TRUST

## **Student ICT Acceptable Use Agreement (Secondary and Sixth Form students)**

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 stimulate awareness of context and promote effective learning. Children and young people should have an entitlement to safe internet access at all times.

As with all risks, it is impossible to eliminate them completely and it is therefore essential, through good educational provision, to build resilience to the risks which children and young people may be exposed so that they have the confidence and skills to face and deal with these risks.

### **This Acceptable Use Agreement is intended to ensure:**

- that children and young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
- that Academy ICT 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 ICT to enhance their learning and will, in return, expect the students to agree to be responsible users.

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### **Acceptable Use Agreement:**

I understand that I must use Academy ICT systems (including Academy computers, tablets and other similar devices) 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 Academy will monitor my use of the Academy's ICT systems, email and other digital communications
- I will be responsible and sensible about ICT communications with students, teachers and other staff
- I will treat my username and password with care – I will not share it, nor will I try to use any other person's username and password. I will change my password regularly
- 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
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me
- 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 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
- I will not use the Academy ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting, unless I have permission of a member of staff to do so. Only appropriate educational websites will be accessed to enhance my learning.

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

- I 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

**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 personal hand held/external devices (mobile phones/USB devices etc.) in the Academy if I have permission from my teacher. I understand that mobile devices will not be used in lessons unless specific permission from my teacher is given. I will NOT connect to the Academy network through the public Wi-Fi unless specific permission from my teacher has been given. I understand that, if I do use my own devices within 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 only use my Academy email address
- 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
- If I come across illegal or offensive material I will report it to my teacher immediately
- 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/organisation that sent 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 a machine, or store programmes on a computer, nor will I try to alter computer settings
- I will only use the chat facility on the Academy's Virtual Learning Environment (VLE) at set times. I will not use any other chat facility OR social networking site

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

- 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 researching 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 the need to avoid plagiarism and uphold copyright regulations
- My online activity both within and outside the Academy will not cause distress to my Academy or to staff or students

**I understand that I am responsible for my actions, both in and out of my 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 the Academy and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information)
- I understand that these rules are designed to keep me safe and that, if violated, academy sanctions will be applied and my parent / carer may be contacted. In the event of illegal activities I understand that the police will be involved.

**Please complete the sections on the next page to show that you have read, understood and agree to the rules included in this Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to Academy ICT systems.**



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### **Student ICT 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 Academy ICT systems.

**I have read and understood the Student Acceptable Use Agreement and agree to follow these guidelines when:**

- I use the Academy ICT systems and equipment (both in and out of the Academy)
- I use my own equipment in the Academy (when allowed) e.g. mobile phones, PDAs, cameras etc.
- I use my own equipment out of the Academy in a way that is related to me being a member of the Academy e.g. communicating with other members of the Academy, accessing academy email, Virtual Learning Environment (VLE), website, etc.

Name of Student	
Name of Academy	
Year / Class	
Signature of Student	
Date of signing	