



STUDENT ACCEPTABLE USE POLICY

Spaxton School has a clear policy when allowing students to access the school's ICT network. This document is designed to keep you safe and is split into different sections:

Personal Benefits

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety nor to the safety and security of the ICT systems and other users.

- I understand that the school will actively monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password securely. I will not share it, nor will I try to use any other person's username and password.
- 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.
- I will immediately report any unpleasant or inappropriate material, messages or anything that makes me feel uncomfortable when I see it on-line.

Equality

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

- 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.
- 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 ICT systems for online activities that would breach this policy such as online shopping.

How I treat others

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, and when working collaboratively. I will respect all group members' contributions and only edit with permission of the group.
- 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, videos or recordings of anyone without their permission.

Helping the school

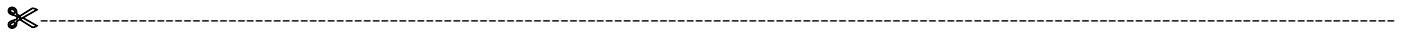
- I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me.
- I will not use my personal hand held / external devices (mobile phones / USB devices etc) in school unless I have permission. I understand that, if I do use my own devices in school, I must follow the rules set out in this agreement, in the same way as if I was using school equipment, and only use them to save my own / my groups work.
- I understand the risks and will not upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others.

- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- 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.

Being a responsible citizen

- I understand that the school 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, videos or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to sanctions from the school.

Please complete the following 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 school ICT systems.



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 ICT systems and equipment (both in and out of school).
- I use my own equipment in school (when allowed)
- I use my own equipment out of school in a way that is related to me being a member of this school e.g. communicating with other members of the school, School online platforms such as Class Dojo, Zoom etc.

Child's Name in Full (Please Print): _____

Student Signature: _____

Parents/Carer Signature : _____

Date: ____ / ____ / ____