

ICT: PUPIL ACCEPTABLE COMPUTER USAGE AGREEMENT

Reviewed and updated: March 2022

Next review: March 2025

ICT: Pupil acceptable computer usage agreement

This agreement will form part of any agreement/permissions pack provided for any new entrants to the school. Two copies should be signed – one to be returned to school for the pupil file and the other retained by pupil/parents for reference.

Guideline for all users of the school network

Access to the school network and internet is provided for you to carry out recognised schoolwork. This provision will only be made on the understanding that you agree to follow these guidelines.

- Computer (file) storage areas are treated as school property. ICT staff may look at files and communications to ensure that the system is being used responsibly. I do not expect my work and emails to be private
- I am aware that a member of the ICT staff could view my computer screen, from the school network, without my knowledge, at any time.
- I understand that I am responsible for good behaviour and that general school rules apply while using the computers.
- I understand that eating, drinking, personal grooming or the use of aerosol sprays near a computer may cause serious damage and are strictly prohibited.
- I will not reveal my password to anyone. If I think someone knows my password, then I will change it.
- I will not use another person's password. If I am doing shared work, I will email a copy to my own work area.
- I understand that programs must not be loaded or installed on a computer except by ICT support staff. I will not bring programs in on removable media, email or download them from the internet.
- I understand that the use of the internet is a privilege and provided for pupils to conduct genuine research and communicate with others.
- I understand that all the internet sites that I visit are recorded.
- I understand that I must not download any files without permission.
- I understand that I must not use messaging apps (eg Whatsapp, Facebook messenger).
- I understand that I must not use chat, play games, use mobile ring tones sites or SMS sites.
- I understand that I must not use web mail (eg Hotmail, Gmail, Yahoo) other than that provided for my school account.

- I understand that I must not use obscene or offensive language. I will remember that communication should be polite to maintain the good reputation of the school.
- I understand that I must not seek out any organisations over the internet which could be considered to support extremism, radicalisation or terrorism of any kind.
- I understand that I must not seek out any offensive material.
- I understand that I must not complete mailing lists or subscription forms on the internet for personal use.
- I understand that I must not violate copyright laws. (Never copy and make use of any material without giving credit to the author. Copyright, Designs & Patents Act 1988). If I am unsure then I will ask a member of staff for advice.
- I understand that I must not attempt hacking into the computer systems of the school or any other organisation. (I am aware that hacking into computers is a criminal offence and I could be prosecuted under the Computer Misuse Act 1990).

Sanctions

- I understand that violations of the above rules will result in sanctions being taken. (These sanctions are outlined in the school’s policy on ICT and use of the internet and intranet by pupils).
- I understand that I am always subjected to the Data Protection Act, General Data Protection Regulation, Computer Misuse Act 1990 and Copyright, Designs and Patents Act 1988.

The School reserves the right to seek remuneration from parents of pupils who cause malicious damage to ICT equipment.

During lessons, teachers will guide pupils toward appropriate materials. However, outside lessons, families bear this responsibility.

Please sign both copies – return one copy to the school and retain the second copy for your records.

We agree to the terms and conditions of the ICT: Pupil acceptable computer usage agreement.

Name of pupil: Tutor group:

Pupil’s signature: Date:

Parent/Carer’s signature: Date: