ICT: VISITING PUPIL ACCEPTABLE COMPUTER USAGE AGREEMENT

Reviewed without change: March 2022
Next review: March 2022

As a visitor to Elthorne Park High school we ask you to act sensibly and properly at all times and accept the guidelines for visitors who use 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 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 friend.

- 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 all the internet sites that I visit are recorded.

- 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 if I find inappropriate material I will advise the teacher immediately.

- 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.

- 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
- If you cannot act sensibly and properly your teacher will remove you from the computers and further sanctions may be taken in liaison with the Headteacher from the pupil's visiting school. (These sanctions are outlined in the school's policy on ICT and use of the internet and intranet by pupils).

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

Please sign and return to your teacher

I agree to the terms and conditions of Elthorne Park High school's ICT: Visiting pupil acceptable computer usage agreement.

Name of pupil: ……………………………………. Tutor group: ……………………

Pupil's signature: ………………………………………   Date: …………………………