

# NEWPORT GIRLS' HIGH SCHOOL ACADEMY TRUST



## ICT AND INTERNET ACCEPTABLE USE POLICY FOR STUDENTS

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<b>Statutory Governor Approval:</b>	N/A

# ICT Student Acceptable Use

## Policy Agreement

### Introduction

ICT is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. We want to make the latest information and communication technologies available to all of our students in order for them to develop the skills necessary for life-long learning and employment in the modern world. Young people should have an entitlement to safe internet use at all times.

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

- That young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible learners.

### Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

### Personal Responsibility and Safety

- I will take responsibility for my own use of all ICT making sure that I use technology **safely, responsibly** and **legally**.
- I will only access computer systems using **my own login and password**, which I will keep safe and secure. I will not share it, nor will I try to use any other person's username or password. I realise that if I access files that are not my own (hacking) I will be breaking the **Computer Misuse Act 1990**.
- I will be aware of "stranger danger", when I am communicating online.
- I will take personal responsibility for my own **e-safety** e.g. when online, I will not give out any personal details about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- I will not arrange to meet someone off-line that I have communicated with online without the written permission of my parent, carer or teacher. If I have permission for this I will do so in a public place and take an adult with me.
- I understand that the School may check my computer files, may **monitor** the internet sites that I visit and monitor the content of my emails.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me uncomfortable when I see it online.

### 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 download** or install any software or files on school's ICT equipment (unless it is a requirement of an agreed course of study) or open emails or attachments from people that I do not know.
- I will not use the school systems or devices for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permissions of a member of staff to do so.

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

- I will not intentionally gain access to **unsuitable or illegal sites** e.g. pornography, racism, incitement to violence. I will report as soon as possible accidental access to such sites. I understand that my report will be confidential and would protect other students and myself.

- I will ensure that my work does not break **The Copyright, Design and Patents law**. I will always acknowledge the source of information (words, images etc.) I use. I will not copy other people's work and pass it off as my own (plagiarism).
- I will use school ICT equipment with care and tell my teacher of any **damage** which occurs as soon as possible.
- I will respect others' work and property and 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 without their permission.

**I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:**

- I will only use my own personal devices (mobile phones/USB devices etc.) in school if I have permission from my teacher. I understand that if I do use my own devices in the school, I will follow the rules set out in this agreement and our mobile phone policy, in the same way as if I was using school equipment.
- I will use email responsibly and always be **polite and respectful**. I will only use email systems, chat rooms and other messaging methods that are approved by the school.
- I will **never** use ICT for bullying or harassing others or in a way that will bring the school into disrepute.
- I will immediately report any damage or faults involving equipment or software however this may have happened.
- I will use **network resources responsibly** e.g.
  - I will think and then preview before I print
  - I will regularly review my files and delete them when no longer needed
  - I will only store school-related files and images on the school network
  - I will only use the ICT equipment for school related work

**When using the internet for research and 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)
- I will not be 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 or personal information).
- I will report immediately any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line and will retain a copy of any inappropriate text messages or emails that have been received.

**I understand that I am responsible for my actions, both in and out of school:**

- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action following our school's behaviour policy. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Please complete the sections on the next page 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 the school systems and devices.



**ICT Acceptable Use Policy Agreement**  
**Student Acceptable Use Agreement Form**

**This form relates to the student Acceptable Use Agreement, to which it is attached.**

I have read, understood and accept the ICT Acceptable Use Policy. If you do not sign and return this agreement, access will not be granted to the school systems.

I agree to behave safely and responsibly and abide by the conditions of acceptable use as described in this policy.

I understand that this policy applies to both fixed and mobile internet; technologies provided by the school (such as PCs, laptops, personal digital assistants (PDAs), tablets, webcams, whiteboards, voting systems, digital video equipment, etc); and technologies owned by pupils that are brought onto school premises (such as laptops, mobile phones, camera phones, PDAs and portable media players, etc).

I understand that if I am found not to be complying with this policy I may be denied access to the internet and/or the school's network for a period of time.

I also understand that I may face further disciplinary action depending on the nature of the offence.

**Name of student:** \_\_\_\_\_

**Form Group:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date** \_\_\_\_\_

## Parent / Carer Acceptable Use Agreement

### This Acceptable Use Policy is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their online behaviour.

The school will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return expect the students to agree to be responsible users. A copy of the Student Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in our care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

### Permission Form

**Student Name:** \_\_\_\_\_

**Form Group:** \_\_\_\_\_

**Parent / Carers Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

As the parent / carer of the above student, I give permission for my child to have access to the internet and to ICT systems at school. I understand that the school has discussed the Acceptable Use Agreement with my child and that they have received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my child's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt a safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.