



Acceptable IT Use Agreement (Sixth Form)

Name of Student: (Print) Form:

The use of IT (including the use of the internet, Google Apps for Education, email and other online resources) is an important part of learning. We expect everyone to be safe and responsible when using IT. It is essential that pupils are aware of online safety and their responsibilities under the terms of this agreement.

For my own personal safety:

- I understand that the school IT network (internet, email, digital video etc.) is intended for educational use.
- I understand my use of the school IT network (internet, email, digital video etc.) will be monitored.
- I understand that any data that is captured as part of using the school IT network is stored and accessed in compliance with the school's GDPR Policy (KSMAT/STAT/023).
- I will only log onto the school IT network with my own username and password and I will not share them.
- I will 'log off' when leaving a computer.
- I will report 'inappropriate contacts' when I am communicating online.
- I will not disclose or share personal information about myself or others online.
- I will not search for, access, upload or download any material that purveys a radical or extremist view.
- 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 will act towards others as I expect others to act towards me:

- I will respect others' work and will not access, copy, remove or otherwise alter any other user's files without their knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions to my own.
- I will only take images/recordings of others if I have permission to do so by my teacher for school purposes.
- I will not take or distribute images/recordings of others without their permission.

I understand that everyone has an equal right to use IT as a resource:

- I will not use the school IT network for personal use unless I have permission to do so.
- I will not make large downloads/uploads that might take up internet capacity and prevent others from being able to carry out their work, unless I have permission to do so.
- I will not use the school IT network for online gaming, online gambling, internet shopping, file sharing or video broadcasting (e.g. YouTube) unless I have permission to do so.

I recognise that the school has a responsibility to maintain the security and integrity of the IT network:

- I will only use my personal external devices (USB sticks etc.) in school if I have permission, and I will then follow the rules set out in this agreement in the same way as if I was using school equipment.
- I will not upload, download or access any material that could be considered offensive, illegal or inappropriate, or may cause harm or distress to others.
- I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to illegal or inappropriate materials.

- I will not sign up for any online service unless this is approved by my teacher.
- I will immediately report any damage/faults to IT equipment or software, however this may have happened.
- I will not open any email attachments, unless I know and trust the person or organisation it comes from, to minimise the risk of downloading a virus or another harmful programme.
- I will not install or attempt to install or store programmes of any type on a school computer, nor will I try to alter school computer settings.
- I will only save files to the school IT network and Google Drive that are related to my school work.
- I will check my email regularly and carry out routine “housekeeping” by deleting any unnecessary messages.

When using the internet for research or educational purposes:

- I will ensure that I have the permission to use the original work of others in my own work, or acknowledge other people’s work or website addresses where I cannot obtain such permission.
- I will not try to download copies and use work that is protected by copyright law (including music and videos).
- I will take care to check that the information I access on the internet 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 that I am responsible for my actions, both in and out of school:

- I will ensure that my online activity (including uploading images, video, sounds or texts) will not cause others distress, anxiety or bring the school into disrepute. This includes anything that concerns my membership of the school community (e.g. cyberbullying, use of personal information/images etc.)
- **I understand that if I fail to comply with this agreement I will be subject to disciplinary action as per the school Behaviour policy. This may include loss of access to the school’s IT network/internet, detention or exclusion and, in the event of illegal activities, involvement of the police.**

Boarding students only

- I will only use chat and social networking sites following parental permission and at times that are allowed by the boarding house through the school IT network.
- I will only use a webcam in the allocated areas of the boarding house and I will not use them anywhere else.
- All of the rules covered in this policy apply to the use of all electronic devices including phones, whether or not they are used on the school IT network.
- I understand that the school IT network turns off at specific times for different year groups. I will not use any electronic devices after this time.

Declaration

_____ (Student signature)

_____ (Parent signature)

We have read, understood and agree to follow the terms and conditions outlined in this Acceptable IT Use Agreement.

Please note: we will not be able to give students access to the school IT network if this agreement is not signed and returned to school. We also request that parents take care to ensure that appropriate systems are in place at home to protect and support your children online.