



Student Acceptable Use Agreement

Background

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access 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 our students to agree to be responsible users.

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.

For my own personal safety:

- I understand that Christleton High School will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating online.
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

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

- I understand that Christleton High School systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.



- 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 Christleton High School systems or devices for online gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.
- I will not visit inappropriate sites including those related to criminal or terrorist activities or try to download files that are unsuitable for school use such as any material of a violent, dangerous, racist or inappropriate sexual nature.

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

- 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 Christleton High 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 NOT:

- Enter any school computer room unsupervised, at any time
- Eat or drink in or around computers or in the computer rooms
- Turn computers on or off without permission at any time
- Remove cables, keyboards or mice from any computers, nor encourage others to do so.

- I will only use my own personal devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will immediately report any breach of data protection or disclosure of personal data, however this may have happened.



- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

When using the internet for research or 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)
- When I am using the internet to find information, I should take care to check that the information that I access 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 understand that Christleton High School also 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 or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, there will be appropriate consequences. 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.
- I understand that I am liable for any wilful damage to equipment and parents will be sent a bill for the cost of any repairs.
- I understand the permitted uses outlined in the following table.



Communication Technologies	Allowed in Lessons (with permission)	Allowed at Break/ Lunch	Not allowed
Personal Devices may be brought into school	✓	✓	
Use of Personal Devices for educational purposes	✓	✓	
Use of Personal Devices for non-educational purposes		✓	
Taking photos/video on Personal Devices (with permission of people being shot)	✓		
Taking photos/video on Personal Devices (without permission of people being shot)			✓
Accessing personal email accounts using school network or school device		✓	
Use of school email for contacting staff on their school email account	✓	✓	
Use of school email for contacting students on their school email account	✓	✓	
Use of school email for personal emails			✓
Use of instant messaging apps to contact staff			✓
Use of instant messaging apps to contact students		✓	
Use of instant messaging apps for personal or non-educational use.		✓	
Browsing or posting on social media sites on a school account or for educational use.	✓		
Browsing or posting on social media sites on a personal account or for non-educational use.		✓	
Use of blogs for educational purposes	✓	✓	

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. You must sign and return this agreement for access to be granted to school systems and devices.



Student Acceptable Use Agreement Form

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

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. Please sign and return this agreement for access to be granted to school systems.

I have read and understand the above and agree to follow these guidelines when:

- I use Christleton High School systems and devices (both in and out of school)
- I use my own devices in school (when allowed) e.g. mobile phones, USB devices, cameras etc.
- 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, accessing school email, website etc.

Name of Student

Form:

Signed:

Date:

Parent / Carer