New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications 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. Our students should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

• That students will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
• That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that students will have good access to ICT to enhance their learning and will, in return, expect the students to agree to be responsible users.

Student Acceptable Use Policy Agreement

I understand that use of the Internet and electronic communication is granted to me as a privilege, in return for my acceptance of the agreement. Any misuse on my part may result in loss of that privilege and other sanctions being taken. This also applies to any activity undertaken outside school which contravenes the acceptable use rules of the school.
I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

• I understand that the school will monitor my use of the ICT systems, email and other digital communications.
• I will not share my username and password with anyone or try to use any other person's username and password.
• I will be aware of "stranger danger", when I am communicating on-line.
• I will not disclose or share personal information about myself or others when on-line.
• If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
• 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 understand that everyone has equal rights to use technology to support our education:

• I understand that the school ICT systems are 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 use the school ICT systems for on-line gaming, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.

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 understand that the school has a responsibility to keep the technology secure and safe:

- I will not use my personal devices (USB devices etc.) in school.
- 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 not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will use my school email address when contacting teachers at school, rather than any personal email account I may have.

When using the internet for research for my school work, I understand 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 find is accurate, as I understand that the work of others may not be correct.

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

- I understand that the school could take action against me if I am involved in incidents or inappropriate behaviour that are included in this agreement, when I am out of school as well as in school. Examples of this are cyberbullying, sending/receiving inappropriate images and misuse of personal information.
- I understand that if I do not follow this Acceptable Use Policy Agreement, it will lead to disciplinary action in line with the school behaviour policy. This may also include loss of access to the school network / internet, detentions, seclusion, exclusions, contact with parents and in the event of illegal activities involvement of the police.

Student Acceptable Use Agreement

I have read and understand the above and agree to follow these guidelines when:
- I log onto the school ICT systems, network and equipment (both in and out of school)
- I use my own equipment in school (when allowed)
- I use my own equipment out of school in a way that is related to me being a member of this school eg communicating with other members of the school e.g. through social networks, mobile phones, accessing school email, MLE, website etc.

<u>Please confirm that you agree to these guidelines by signing the 2019 Sixth Form Registration document</u>

Parent / Carer Acceptable Use Policy Agreement

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

As the parent / carer, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

I know that my child has signed an Acceptable Use Agreement and that by logging onto the High Storrs School network they agrees to comply with the Acceptable Use Policy. They have received, or will receive, e-safety education to help them understand the importance of safe use of ICT – 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 ICT 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 ICT 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 safe use of the internet and digital technologies at home and will promote positive, safe and responsible behaviour on the internet. I will inform the school if I have concerns over my child's e-safety.

Please confirm that you agree to these guidelines by signing the 2019 Sixth Form Registration document