ICT Student Acceptable use Agreement

It is appropriate and necessary for pupils at Compass School to use ICT for study and approved educational activities. However, such access comes with responsibility. Compass School cannot control what people, all over the world, make available on the Internet and a small proportion of the material which it is possible to access is not acceptable in school, while other material must be treated with great sensitivity and care. Our expectations are that exactly the same standards apply to electronic material, as to material in any other form. If material is considered to be unacceptable by the school when presented in a book, magazine, video, audio tape or spoken form, then it is not acceptable on the ICT network.

All pupils are required to observe the following as a condition of access to our ICT network and resources:

- I will only use the school ICT systems, including the internet, email, VLE, tablets, digital video, mobile technologies, etc. for school purposes.
- I will not download or install software on school technologies.
- I will only log on to the school network/ VLE with my own user name and password.
- I will follow the schools ICT security system and not reveal my passwords to anyone and change them regularly.
- I will not use anyone else's username and password.
- I will only use my school email address.
- I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet and related technologies. (This includes resources I access and the language I use).
- I understand that bullying is unacceptable, and will not use technology to bully, harass, threaten or upset anyone, at school or outside.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- Images of pupils and/ or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission of the Principal.
- I will ensure that my online activity or use of mobile technology, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring them into disrepute.
- I will respect the privacy and ownership of others' work online at all times.

- I will ensure the security of my work ensuring it is appropriately named and backed up so as to avoid loss.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer may be contacted.
- I understand access to the school ICT Network and services will cease on my final day of school
- While at school or a school related activity, I will inform the teacher of any involvement with any ICT material or activity that might put me or anyone else at risk (e.g. bullying or harassing).
- My privately owned equipment/devices, such as a laptop, mobile phone, USB/portable drive and/or any other data enabled electronic device I bring to school or a school related activity are also covered by the user Agreement.
- Any images or material on such equipment/devices must be appropriate to the school environment.

I agree to the conditions stated above and understand that any breach will result in being sanctioned in line with the schools behaviour policy and could result in my access to the network and ICT resources being restricted or removed immediately.

Signature: …………………………

First Name: …………………………   Surname: ………………………………

Year Group: …………………………   Date: ………………………………