



Student ICT Acceptable Use Statement

All students must agree to these terms and conditions when using school IT equipment:

General:

- 1) I will not
 - a) enter any school computer room unsupervised at any time
 - b) turn computers on or off without permission at any time
 - c) disclose my password to other students
 - d) use other students' passwords or interfere with other user's work in any way or try to bypass the school's security systems
- 2) upload software to the school's network, nor attempt to change the settings on any of the computer equipment, nor use any games CDs on school computers
I understand that all activity on the network and internet is recorded and that the administrator and teachers have the right to view my files and disable my network account.
- 3) I will use the computers only for school work and treat the equipment with respect.

The Internet and Email:

- 1) I understand that
 - a) email and access is a privilege and requires responsible behaviour
 - b) all activity must be directly related to my school work
- 2) I will not
 - a) attempt to shop online nor try to download files that are unsuitable for school use such as any material of a violent, dangerous, racist or inappropriate sexual nature, or music or video files
 - b) disclose my name, address or other personal details on the internet without direct permission from a teacher
 - c) transport or store via email, games or other software or data on school computers
- 3) When sending messages using email (used for authorised school work only) or around the school computer network, I will not send any offensive messages or pictures to anyone and I will ensure that the language I use will be polite and inoffensive.
- 4) I will report (in confidence) any unpleasant material or messages sent to me.

Undertaking:

- 1) I understand that
 - a) all teachers and support staff will monitor and enforce this policy
 - b) evidence of serious, inappropriate computer use resulting in a ban or reduced access will be sent to my parents / carers and recorded on my school behaviour record. Where appropriate, police or local authorities, E-Safety Officer and the Designated Safeguarding Lead may be involved
 - c) I am liable for any wilful damage to equipment and parents / carers will be sent a bill for the cost of any repairs

Parent / Carer:

As the parent / carer of the student, I grant permission for my child to have access to an educationally filtered version of the internet and to use email as and when appropriate. I also give the school permission to share the student's name, computer username, school email address and timetable information with selected external organisations. I understand that this is to facilitate access to systems used in the student's education and no other personal or confidential information will be disclosed without my expressed permission.

On completion of reading please refer to the Admission Data Collection Form to sign the declaration confirming you have read, understood and agree to the statements made above.

