



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

Student Name: _____

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.

Name: _____

Signature: _____

Date: _____

