



Archbishop Blanch School

ICT Systems - Acceptable Use Agreement

As part of your learning experience at Archbishop Blanch you will use the Internet and other ICT resources to help you with your work. We expect you to be responsible for your own behaviour on the school network and on the Internet. This includes materials and websites you choose to access, and the language you use.

These rules will help to keep everyone safe and help us to be fair to others.

The school will exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of websites, the interception of emails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

Network:

- I will only access the school system with my own login and password, which I will keep secret.
- I will not access other people's files.
- I will use the network shared area responsibly.
- I will only use the computers for school work and homework.
- I will not bring in floppy discs/ removable media from outside school, unless I have been given permission to do so. Memory sticks are prone to viruses and I understand that I must virus check them at home.
- I will attempt to save my work correctly and use sensible file management techniques at all times.
- I will not take digital photographs, or edit digital images of staff or students without their consent.
- I will only print off material when I am sure it is right and finished. Copies are expensive and have an impact on our environment. Waste simply means funding is not available for new software or equipment.
- I will not copy, alter, print or change another pupil's work in any shape or form without the person's prior knowledge and consent.

VLE:

- I understand that work may be made available to me via the school VLE and I will always endeavour to complete this work either at home or in school.
- I will not disclose my user name and password for the VLE to any other student.
- I understand that it is my responsibility to check on the VLE for work returned to me and messages from my tutors regarding marks allocated or redrafting/refining of work and will endeavour to keep all work up to date and to my highest standard.

Internet:

- I understand that pupils' use of the system is monitored and some sites may be unavailable.
- I will ask permission from a member of staff before using the Internet
- I will not use text messages, emails or other internet systems to deliberately hurt, distress or threaten other people.
- In lesson time I will only use email when given permission to do so.

- Messages I send will be polite, respectful and responsible.
- I will not get involved in sending chain letters or mail bombs.
- I will not send excessive numbers of emails or excessively sized emails.
- I will not give my home address, my telephone number, my school name or arrange to meet someone, unless my parent, carer or teacher has specifically given permission.
- I will not use lesson time to set up or access private email accounts and will only email people I know, or my teacher has approved.
- I will never respond to nasty, suggestive or rude emails.
- I will report any unpleasant material or messages sent to me. I understand my report would be confidential and would help protect other pupils and myself.
- I will never send anyone credit or bank details.
- I will not use Internet chat or social networking sites such as MSN, Facebook, Bebo, MySpace, Twitter or similar programs. I will only use school recognised forums or communities.
- I will not download work other people have produced and submit it as my own work (plagiarism). All text and images lifted directly should be acknowledged as such. Students are encouraged to illustrate their own original work with relevant material from any source, not to use others' work as a substitute for their own. Plagiarism is not acceptable.
- I understand that if I choose not to follow these expectations, I will be warned and my parents may be informed. Serious offences and other inappropriate use of IT facilities may result in:-
 - An immediate ban from the school network.
 - A letter home informing parents of the issues and a long term ban from the network.
 - Depending on the seriousness of the issue the school may chose to impose other sanctions including fixed term exclusions and, for the most serious of issues, permanent exclusion.



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I have read through the agreement with my child and agree to the above expectations.

Print pupil's name: _____ Form _____

Signed: (Pupil) _____

Signed: (Parent): _____ Date _____