Archbishop Blanch School
ICT Systems - Acceptable Use Agreement

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. Young people should have an entitlement to safe internet access at all times.
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.

This Acceptable Use Policy is intended to ensure:
• that young people 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 pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Acceptable Use Policy Agreement
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 and I understand that some sites may be unavailable in school.
• I will treat my username and password like my toothbrush – I will not share it, nor will I 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 (e.g. home address, telephone number, school name, bank details) 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 (e.g. my parent/ guardian) 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 will report any unpleasant material or messages sent to me. I understand that my report will help to protect myself and others.
• I will never respond to nasty or rude messages.

I understand that everyone has equal rights to use technology as a resource and:
• I understand that the school ICT systems are primarily intended for educational use (e.g. school work and homework) and that I will not use the systems for personal or recreational use unless I have permission to do so.
• I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
• I will not use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.
• I will not steal, disable or cause any damage to school equipment, or the equipment belonging to others.

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, edit or distribute images of anyone without their permission.
• I will not use text messages, email or other Internet communication systems to deliberately hurt, distress or threaten other people.
• 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 large numbers of emails or excessively sized emails.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:
• I will ask permission from a member of staff before using the Internet/ email.
• I will only use my personal hand held/external devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. 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 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 programs 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 programs.
• I will not install or attempt to install programs of any type on a machine, or store programs on a computer, nor will I try to alter computer settings.
• I understand that the only software licensed (legal) in school is that which is officially installed by Archbishop Blanch School.
• I will only use chat and social networking sites with permission and at the times that are allowed

When using the internet for research or recreation, I recognise that:
• I should ensure that I have permission to use the original work of others in my own work
• 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.
• 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 access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
• 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 understand that I am responsible for my actions, both in and out of school:
• I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
• I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network/internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Office 365 Group Creation
- I Understand that I am not allowed to create groups in Office 365 and if I do they will be deleted. I understand that this is monitored by the network manager.

Please complete the following sections to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

Archbishop Blanch School
Acceptable Use Agreement

This form relates to the Pupil Acceptable Use Policy (AUP), to which it is attached. Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this

agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:
• I use the school ICT systems and equipment (both in and out of school)
• I use my own equipment in school (when allowed) eg mobile phones, tablets, cameras etc
• 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, accessing school email, VLE, website etc.

 I understand that failure to comply with this agreement may result in the termination of my access to ICT facilities.

Name of Pupil _____

Form: _____

Signed (Pupil) _____

Date _____

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

Signed (Parent/Guardian) _____

Date _____