



Birchwood High School ICT Acceptable Use Policy (Years 7 to 11 Students)

Please read the following conditions and then sign the agreement below.

- Birchwood High School will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

For my own personal safety:

General

- 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.
- I am aware that Birchwood High School will provide advice or support in relation to eSafety issues; appropriate behaviours and critical thinking skills to enable me to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.
- I understand that the school will monitor my use of systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will not modify, corrupt or tamper with another person's computer or data.
- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not eat or drink in any ICT classrooms.
- I will not use the school systems or devices for on-line gaming, on-line gambling, Internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.
- 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.

Internet Use

- I will be aware of the risks when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- I will be extremely cautious about agreeing to meet anyone I have been in contact with through the Internet. If I arrange to meet people off-line that I have

communicated with on-line, I will do so in a public place and inform and take an adult with me.

- I will avoid the use of chat rooms.
- I will not attempt to access sites that the school deems inappropriate
- 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 programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- 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 only use social media sites with permission, I will use them in an appropriate way and at the times that are allowed.

E-mail

- I will only use school approved email accounts on the school system.
- I will not send pictures to anyone, unless your teacher has given permission.
- I will not take or distribute images of anyone without their permission.
- 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 not send or respond to nasty, suggestive or rude emails or postings on the internet and will always report any received to my teacher.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).

Hardware

- I understand that I am responsible for my own user area and any equipment I use.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not use a USB pen unless given permission by my teacher to do so if I do I will ensure that I scan the USB pen for threats.
- I will only use my own personal devices (mobile phones / wearable technology etc.) in school if I have permission. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.

Software

- I will not attempt to load software onto the network or do anything which might damage or remove computer resources i.e. hardware, software, stored information or support notices.
- I will not download executable files from the internet (such as games).
- 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.

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.

- Where I do use the work of others, I should cite the author for reference.
- 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.

In addition:

- 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.

Please complete the sections on the next page 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 systems and devices.

Dear Parent/ Carer,

ICT including the Internet, learning platforms, e-mail and mobile technologies have become an important part of learning in our school. We expect all students to be safe and responsible when using any ICT. It is essential that students are aware of E-Safety and know how to stay safe when using any ICT.

This letter relates to the Student Acceptable Use Agreement, 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.

Students are also expected to read and discuss this agreement with their parent or carer and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with their Tutor.

Students: by signing you agree to follow these guidelines when:

- Using the school systems and devices (both in and out of school).
- Using your own devices in the school (when allowed) e.g. mobile phones, wearable technology, cameras etc.
- I use my own equipment out of the school / academy in a way that is related to me being a member of this school / academy e.g. communicating with other members of the school, accessing school email, , website etc.

Parents: by signing this agreement you also agree to:

- Support the school approach to on-line safety and not deliberately upload or add any images, sounds or text that could upset or offend any member of the school community

Please return this form to school for filing via your child's form tutor.

Student and Parent/ carer signature

We have discussed this document and(Student name) agrees to follow the E-Safety rules and to support the safe and responsible use of ICT at Birchwood High School.

Parent/ Carer Signature

Student Signature.....

Form Date