

## ***Bury Church of England High School Student ICT Acceptable Use Agreement***

### **General use of ICT**

- I will never give out personal information such as my full name, home address, telephone number, or the name / location of my school, without permission from my teacher/parent/carer;
- I will never arrange to meet someone I have met via the internet or other communication systems, unless my parent or carer has given direct permission on each occasion;
- I will only access the school's ICT resources using my own username and password and I will not let others use my log-on details;
- I will do everything I can to make sure that others do not discover the passwords I use for the school's systems, including when I am working at home;
- I understand that if anyone uses my log-in details to do anything which offends anyone else, then I will be held responsible;
- I will always ask permission from a member of staff before using ICT facilities unless it is obvious that I should use them;
- I will report any information I find by accident which makes me worried, unhappy or uncomfortable and understand that my report would help protect other pupils and myself;

### **Internet Use**

- I will only use the internet for schoolwork and homework and other activities in line with the school's Christian ethos and which I think my teachers would agree with;
- I will not intentionally visit sites that contain items which I think my parents or teachers would not be happy with me seeing;
- I will not copy words, pictures or sounds off the internet and claim them as my own work;
- I will not download, or upload, files relating to school without the direct permission of a teacher and I will report any warning or error messages which appear when downloading; In this context, "files relating to school" refers to any files accessed on the school site or with school equipment

and any files which refer to school or whose content is school based, whether on the school site or elsewhere.

### **Email Use**

- I understand that my email use is automatically monitored for the use of inappropriate language, including abbreviated words and those written in 'text-speak';
- I understand that if I receive an email containing violent, dangerous, racist, or inappropriate content, I should always report this;
- I will only send email which is polite and responsible and never use email systems to offend, upset embarrass or bully others

### **Use of Social Networking Sites / Forums**

- I understand that I may be allowed access to some social networking sites, but that common sites like Facebook and Twitter are not normally available to students while they are in school.
- I will not use social networking sites at any time to cause upset or annoyance to other members of the school community.
- I understand that if I report harassment or inappropriate use of social networking sites by a member of the school community, to a member of the school staff, then an attempt will be made to get the offending materials removed.

### **Mobile Phone Use**

- I understand that the school has a separate mobile phone policy for students.

### **Monitoring My Use**

- I understand that the school may check any of my computer files and my internet/email use, at any time, if thought to be necessary;
- I understand that the school may use software to see my computer screen when I am working on the school network;

### **Sanctions if I break this agreement**

- I understand that this agreement is intended to keep me safe and that, if it is not followed, school sanctions may be applied and my parent/carer may

be contacted.

**By clicking the 'I Accept' button you are confirming that you have read, agree with and will comply with this Acceptable Use Agreement.**

Revision 4 - 23/01/15 - to be reviewed as necessary.