Ormiston Academies Trust

Technology acceptable use agreement - KS3, KS4 & KS5 Pupil

Policy version control

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Technology acceptable use agreement – KS3, KS4 & KS5 Pupils

Name of academy: Ormiston Ilkeston Enterprise Academy Date: August 2020

Please read this document carefully with the pupil and sign below to show you agree to the terms outlined.

Digital technologies have become integral to the lives of children and young people, both within and outside of the academy. These technologies are powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and foster an awareness of context to promote effective learning. Young people have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational and personal use.
- that the academy systems and users are protected from accidental or deliberate misuse that could compromise the security of the IT systems
- that students have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use the academy's systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I understand that the academy will monitor my use of the 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 must not write down or store a password where it is possible that someone may steal it.
- 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 when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc).
- I will never arrange to meet anyone that I have communicated with on-line other than my family or a close friend. If anyone asks to meet me, I will inform an adult immediately.
- I will immediately report any unpleasant or inappropriate material, messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the academy 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 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 systems or devices for anything other than education and learning.

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 or distribute images of anyone without their permission.

I recognise that the academy has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the academy. Therefore:

- Unless permitted by the principal I will not bring a mobile phone into school. If I bring a mobile phone to school for use on the way to or from school, I will follow the academy's guidelines as to what is required.
- I will not use personal USB devices unless permitted by the principal and will follow any rules regarding its use.
- 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.
- I will not 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 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 programs) I will inform a member of staff immediately.
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will not use social media sites in academy time or on academy premises unless permitted to do so by the principal.

When using the internet for research or recreation, I recognise that:

- I must ensure that I have permission to use the original work of others in my own work.
- 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 not make any attempt to circumvent or compromise the academy's security systems or to cause malicious harm. If I am aware of any such activity, I will inform a member of staff immediately. This includes proxy bypass, cyber attacks to and from the academy, spyware, ransom ware, etc.

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 the academy systems and devices.

KS3, KS4 & KS5 Pupil Acceptable Use Agreement Form

This form relates to the Pupil Acceptable Use Agreement.

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 this agreement, access will not be granted to the academy systems.

I have read and understand the KS3 & KS4 Pupil Acceptable Use Agreement and agree to follow these guidelines.

We have discussed the acceptable use agreement and…….....(child's name) agrees to follow the rules and to support the safe use of ICT at [insert name of academy].

Pupil's signature …….....

I have read and understood the academy rules for Acceptable Use of ICT and give permission for my child to access the Internet in the academy. I understand that the academy will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the academy cannot be held responsible for the nature or content of materials accessed through the Internet.

I agree that should my child need to access the internet at home or anywhere else, that I will take all reasonable precautions to ensure my child cannot access inappropriate materials and that my child will use the computer in an appropriate manner.

Parent / carer's signature …….…….

Pupil's class ……. Date ……