



SARACENS

BELL LANE

ICT ACCEPTABLE USE POLICY AND AGREEMENT (PUPIL)

Responsibility of (<i>see policy tracking sheet</i>):	Saracens Bell Lane
Approved by:	Local Governing Body
Date Approved (<i>by above</i>):	7 th October 2024
Next Review due by:	October 2026

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1. Aims

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These 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. This ICT Acceptable Use Agreement is intended to ensure:

- that pupils will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use
- that pupils will have good access to digital technologies to enhance their learning and pupils agree to be responsible users
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems at risk.

2. ICT Acceptable Use Agreement

I understand that I must use school 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.

Reasons for use

- I will only use ICT systems in school, including the internet, email, digital video, mobile technologies, etc, for school purposes.

Username and password

- I will only log on to the school network and related sites with my own username and password
- I will only use my school email address
- I will follow all security recommendations as advised by school staff and not reveal my passwords to anyone.

Material to access

- I will not browse, download, upload or forward material that could be considered inappropriate, offensive or illegal. If I accidentally come across any such material I will report it immediately to a member of staff. I will immediately inform my class teacher if I receive any such material from another pupil
- I will not sign up to online services until I am old enough to do so
- I will not deliberately browse, download, upload or forward material that promotes extremist views. If I come across any such materials I will inform my class teacher immediately.

Maintaining security

- I will not download or install software on school technologies
- I will not give out any personal information such as name, phone number, or address
- 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 (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not attempt to bypass the internet filtering system.

Respect for others' material

- I will make sure that all ICT communications with fellow pupils, members of staff, or others is responsible and sensible
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use
- Images of pupils and/or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without permission

- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring them into disrepute
- I will support the school approach to online safety and not upload or add any images, video, audio or text that could upset or offend any member of the school community
- I will respect the privacy and ownership of others' work online always.

Damage to equipment

- I will immediately report any damage or faults involving equipment or software, however this may have happened
- I will respect all the school's computer resources and understand I am liable for the cost of any wilful damage I cause.

School's right to monitor and take disciplinary action

- I understand that my use of the Internet and other related technologies can be monitored, logged and can be made available to staff
- I understand that my areas on the drive and Google Classroom are for storing files related to schoolwork and that this area is subject to checks by school staff
- I understand that the school 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 ICT Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network/ internet, sanctions in line with the school's Behaviour for Learning and Discipline Policy, contact with parents and in the event of illegal activities, involvement of the police.

Please complete the sections below to show that you have read, understood and agree to the rules included in the ICT Acceptable Use Agreement. If you do not sign and return this agreement, we cannot grant access to school systems or devices.

I understand that my network and Internet access may be taken away if I fail to abide by these rules.

I understand that I am subject to sanctions laid down in the Behaviour for Learning and Discipline Policy and violations of the law may result in police involvement.

Signed (Parent/Carer): Print Name:

Signed (Pupil): Print Name:

Signed (Principal): Print Name:

3. Links with Other Policies

- Behaviour for Learning and Discipline Policy.