

IT Acceptable Use Policy Agreement and Student Code of Conduct Y7-Y13

School Policy:

Digital technologies have become integral to the lives of children and young people, both within school 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 Acceptable Use Policy 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, personal and recreational use.
- that school 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 students will have good access to digital technologies to enhance their learning and, in return, expect the students to agree to be responsible users.

Acceptable Use Policy Agreement:

I understand that I must use School IT systems in a responsible way, to minimise risk to my safety or the safety and security of the IT systems and other users.

Please read this Agreement carefully; if you have any questions, please refer to a member of staff. You will be asked to acknowledge your acceptance of this Agreement annually.

For my own personal safety:

- I understand that the School will monitor my use of the School's IT systems, devices and digital communications to ensure that I am using the technology safely and appropriately.
- I will only access the School's IT systems using my School account, authorised account and password;
- I will keep my username and password safe and secure and will not use another person's password. I understand that I should not write down or store a password where someone else may have access to it;
- I will be aware of 'stranger danger' when I am communicating online;
- I will not disclose or share personal information about myself or others online (this includes names, addresses, email addresses, telephone numbers, age, gender, school details, financial details and so on);
- If I arrange to meet people offline that I have communicated with online, I will do so in a public place and take an adult with me;
- I will immediately report to a member of CHS staff anything I see online that makes me uncomfortable or any unpleasant or inappropriate material or messages;

Use of the School Systems:

- I understand that the School's IT systems are primarily intended for educational use and I will not use them for personal or recreational use unless I have permission to do so from a member of staff;
- I am responsible for all access and files located within my 'Home Area', any files I upload to 'Shared Areas' and any documentation showing my username;
- I will only use the School printing facilities for academic work and School-related activities;
- Unless I have permission, I will not try to make large downloads (files in excess of 50MB) or uploads that might take up internet capacity and prevent other users from being able to carry out their work;
- I will not use public chat rooms;
- I will not use the School's systems or devices for online gaming, online gambling, internet shopping, file sharing or video broadcasting or any other non-educational purpose unless I have explicit permission from a member of staff to do so;
- I will not upload, download or access any materials that are illegal, inappropriate or that may cause harm or distress to others, and understand that this includes 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 open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent them;
- I will not install or attempt to install software of any type on any School device or try to alter computer settings;
- I will not attempt to introduce anything to the School network which could compromise the network security (e.g. malware, viruses, hacking software) and I will not attempt to access other user's files and folders without their permission
- I will only use social media sites with permission;
- I will immediately report any damage or faults involving equipment or software to a member of CHS staff, however this may have happened.

I 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;

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

- I will 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 other may not be truthful and may be a deliberate attempt to mislead me.

Using my own device (One-to-one Mobile Digital Devices):

- I take full responsibility for my device and understand that the School is not responsible or liable in respect of lost, stolen or damaged devices whilst at School or on activities organised or undertaken by the School (the School recommends insurance is purchased to cover the device whilst out of the home)
- I will only use my own personal devices (eg mobile phone / USB devices / iPad) in School when I have permission. If I do use my own device(s) in School, I will follow the rules and Code of Conduct set out in this Agreement, in the same way as if I was using School equipment and in line with School policy.
- I will ensure my device is secured with a password/passcode, has a protective cover and is identifiable as mine;
- I will only access files, internet sites or apps which are relevant to the academic curriculum;
- I will only use my device in designated teaching and learning areas and not when I am moving around the School site;
- I understand that the device's camera is prohibited unless authorised by the teacher; I must only photograph people with their permission. I will only take pictures or videos that are required for an educational task or activity. All unnecessary images or videos will be deleted immediately;
- I will never use my digital device in toilets or changing rooms or other potentially sensitive environments
- I will ensure my device is sufficiently charged, with enough power to last the whole school day, before bringing it into School;
- I will keep my device on silent on the School site and on School buses;
- I understand that the School has the right to take, examine and search any device that is suspected of unauthorised use, either technical or inappropriate;
- I will keep my device secure and up to date through software, security and app updates.
- I must not attempt to bypass the School's network filters which will be applied to my connection to the Internet
- I will abide by the mobile phone policy appropriate to my year group

I understand that I am responsible for my actions both in and out of School:

- 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 (e.g. cyber-bullying, sharing 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.

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