

STUDENT ACCEPTABLE USE AGREEMENT

Solway Community School and Beacon Hill Community School

- I will only use ICT systems in school, including the internet, email, digital video, mobile technologies, etc. for educational purposes.
- I will only log on to the school network/Learning Platform, other systems and resources with my own user name and password. I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username or password.
- I will follow the schools ICT security system and not reveal my passwords to anyone.
- I will only use my school email address for educational purposes. I will check my email regularly and carry out routine "housekeeping" of my email messages.
- I will not give out my personal information or that of others such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- I will make sure that all ICT communications with students, teachers or others is responsible, polite and sensible. I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will 'log off' when leaving a computer.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will only save files to the network that are related to schoolwork. I will not use filenames that could be considered offensive.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- I am aware that when I take images of students and/or staff, that I must only store and use these for school purposes and in line with school procedures and must never distribute these outside the school network without the permission of all parties involved, including in school breaks and all occasions when you are in school uniform or when otherwise representing the school.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring the school community into disrepute, including through uploads of images, video, sounds or texts.
- I understand that I am responsible for my actions, both in and out of school and 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. cyberbullying, use of images or personal information etc.)
- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.

- 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.
- 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 respect the privacy and ownership of others' work online at all times and will not access, copy, remove or otherwise alter any other user's files without the owner's knowledge and permission. Where work is protected by copyright, I will not try to download copies (including music and videos).
- 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 only use my personal hand-held/external devices (USB devices) in school if I have permission. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- If I bring a mobile phone in to school, I must hand it in at reception at the beginning of the school day, and collect it at the end of the day
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails unless I know and trust the person or organisation that sent the email due to the risk of the attachment containing a virus or other harmful programme.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent may be contacted and any illegal activities will be reported to the Police.

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 the school ICT system.

Solway Community School and Beacon Hill Community School
Student Acceptable Use – Student and Parent Agreement

Dear Parent,

ICT including the internet, learning platforms, email and mobile technologies and online resources 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 online safety and know how to stay safe when using any ICT.

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

I have read, understood and agree to follow the terms of this Acceptable Use Agreement when:

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) e.g. camera, USB stick, etc.
- I use my own equipment out of school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, VLE, website etc.

Name of Student:

Class/Year Group:

Parent Signature		Date	
Student Signature		Date	