Student Acceptable Use Policy Agreement Template

Gaining students' and parents' agreement to the e-Safety Rules is important and will require management. Many schools obtain this at the same time as checking the home and emergency contact details once each year. To ensure clarity, the e-Safety Rules appropriate to the age of the pupil could be included with a letter to parents. Exemplar e-safety posters have been included at the end of this document.

It is important to start from the assumption that ICT and Internet use is every day and essential for every child's education. The agreement between parents and the school could include a phrase such as:

*New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context; it is also **an essential part of learning, as required by the National Curriculum.** Young people should have an entitlement to safe internet access at all times.*

For pupils above the age of 16 and not living at home and for all pupils 18 or older, the school may decide to rely on the consent of the pupil alone. Otherwise parent's consent must be obtained. It is also wise to obtain parent's permission to publish pupil's work. Permission to publish is required for pupil images, video and audio on a web site, a podcast or video programme.

This Acceptable Use Policy is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school ICT 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 ICT 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 school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

1. For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- 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 and password.
- 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.
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

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

- 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.
- I will not use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so. (schools should amend this section to take account of their policy on each of these issues)

3. 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.

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

- I will only use my personal hand held / external devices (mobile phones / USB devices etc) in school if I have permission *(schools should amend this section in the light of their mobile phone / hand held devices policies).* 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.
- 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 immediately report any faults or damage to equipment or software, however this may have happened.
- I will not open 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 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 will only use chat and social networking sites with permission and at the times that are allowed (schools should amend this section to take account of their policy on access to social networking and similar sites)

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

- I should 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.

6. I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also 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 Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include *(schools should amend this section to provide relevant sanctions as per their behaviour policies)* loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Our School
e-Safety Rules

All students use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.

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 school ICT systems.

Student Name:	**Form:**

Students' Agreement

I have read and understand the above and agree to follow these guidelines when:

- I use the school ICT systems and equipment (both in and out of school)

- I use my own equipment in school (when allowed) eg mobile phones, PDAs, cameras etc

- I use my own equipment out of school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, VLE, website etc.

- I understand that network and Internet access may be monitored.

Signed: **Date:**

Please complete, sign and return to the school secretary

Think then Click

These rules help us to stay safe on the Internet
Foundation Phase

We only use the internet when an adult is with us

We can click on the buttons or links when we know what they do.

We can search the Internet with an adult.

We always ask if we get lost on the Internet.

We can send and open emails together.

We can write polite and friendly emails to people that we know.

Think then Click

e-Safety Rules for Key Stage 2

- We ask permission before using the Internet.

- We tell an adult if we see anything we are uncomfortable with.

- We immediately close any webpage we not sure about.

- We only e-mail people an adult has approved.

- We send e-mails that are polite and friendly.

- We never give out personal information or passwords.

- We never arrange to meet anyone we don't know.

- We do not open e-mails sent by anyone we don't know.

- We do not use Internet chat rooms.

Secondary School

E-Safety Rules

These e-Safety Rules help to protect students and the school by describing acceptable and unacceptable computer use.

- The school work with the county to regulate the computer network and can set rules for its use.

- It is a criminal offence to use a computer or network for a purpose not permitted by the school.

- Irresponsible use may result in the loss of network or Internet access.

- Network access must be made via the user's authorised account and password, which must not be given to any other person.

- All network and Internet use must be appropriate to education.

- Copyright and intellectual property rights must be respected.

- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers.

- Anonymous messages and chain letters are not permitted.

- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.

- The school ICT systems may not be used for private purposes, unless the head teacher has given specific permission.

- Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.