



## ICT Acceptable Use Agreement

ICT, including the internet, learning platforms, e-mail and mobile technologies, has become an important part of learning at Ashlyns. We expect all students to be safe and responsible when using ICT. It is essential that students are aware of eSafety and know how to stay safe when using any type of ICT.

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

- I will only use ICT systems in school, including the internet, e-mail, digital video, mobile technologies, etc. for school purposes.
- I will not download or install software on school technologies.
- I will only log on to the school network/Learning Platform with my own user name and password.
- I will follow the school's ICT security system and not reveal my passwords to anyone.
- I will make sure that all ICT communication with students, teachers 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.
- 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 not give out any personal information 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.
- Images of students 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 the permission of the Headteacher.
- 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 them into disrepute.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass the internet filtering system.
- 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/carers may be contacted.

### Student and Parent/Carer signature

We have discussed this document and \_\_\_\_\_ (student's name) agrees to follow the eSafety rules and to support the safe and responsible use of ICT at Ashlyns.

Parent/Carer Signature : \_\_\_\_\_ Student Signature : \_\_\_\_\_