



HESSLE FEDERATION OF SCHOOLS



STUDENT ACCEPTABLE USE POLICY AGREEMENT

Effective Date: December 2009

Date of minuted approval by the governing body: 9 December 2009

Review Committee: Finance and Premises

Review Date: December 2010

Aim

This Acceptable Use Policy is intended to ensure:

- that young people and children will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that Federation ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The Federation of Schools will ensure that students will have good access to ICT to enhance their learning and in return, will expect the students to agree to be responsible users.

Rationale

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 to promote effective learning. Young people should have an entitlement to safe internet access at all times.

The following will be issued and returned via the ICT teacher during the first lesson of each academic year. Those students who do not return a signed agreement will be denied access and parents will be informed that this will hinder their academic progress.

Acceptable Use Policy Agreement

I understand that I must use Federation 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.

For my own personal safety:

- I understand that my use of the ICT systems, email and other digital communications will be monitored.
- 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.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line to a member of the pastoral team or parent.

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

- I understand that the Federation 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 Federation 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.
- 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.

I recognise that the Federation 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.
- 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 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 / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programs.
- I will not install or attempt to install software of any type on a machine, or store programs 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

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.
- I understand that I am responsible for my actions, both in and out of school:
- I understand that the Federation 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 loss of access to the Federation network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Issue and Review

This Acceptable Use Policy Agreement will be reviewed and reissued annually following any necessary amendments.

Please complete the sections on the next page 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 Acceptable Use Agreement Form

This form relates to the student Acceptable Use Policy (AUP), to which it is attached. 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 Federation ICT systems.

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

- I use the Federation ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) e.g. 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 the Federation of Schools e.g. communicating with other members of the Federation, accessing school email, VLE, website etc.

Name of Student

Group / Class

Students Signature

Date

Parent / Carer Signature

Date