

Dear Parent/Carer

ICT ACCEPTABLE USE POLICY

Included with this letter is a copy of the ICT Acceptable Use Policy which is applicable to all schools in the Sherborne Area Schools' Trust. It has been written to help keep students safe while using the ICT systems at school by outlining what is acceptable use of ICT when in school.

The use of ICT (including the Internet, email and mobile technologies) has become an important part of learning in our school and when using the ICT systems, we expect all students to be safe and responsible. It is essential that students are aware of e-safety know how to stay safe when using any ICT, and know what to do when something goes wrong.

Students are expected to read and discuss this agreement with you and when they are happy with its contents you should both sign the form below. Any concerns or explanations can be discussed with their form tutor.

Until this agreement has been signed by you both and returned to the school students will not be allowed to access the Internet or use email.

Any specialist questions can be raised with the designated e-safety coordinator for the school. Once the form has been completed it can be returned to the school. You do not need to return the policy document itself, you should keep this for your reference.

For my own personal safety:

- I understand that the school will monitor my use of all the ICT systems
- I understand that computer storage areas will be treated like school lockers and cannot be regarded as private
- I will not share my, nor will I try to use any other person's username and password
- I will immediately report any unpleasant or inappropriate material or messages that make me feel uncomfortable
- I will adopt a 'think before I click' routine when using the internet (not all websites are appropriate) and will NOT simply access a site just because someone else told me to do so
- I will be aware of "stranger danger", when I am communicating on-line, and will not share my personal details with anyone

I will act as I expect others to act toward me:

- I will respect others' work and property and will not alter any other user's files
- I will be polite and responsible when I communicate with others

- I will never, either in school or out of school, seek to harass or abuse fellow students or members of staff either on the school network itself or via external social networking sites
- I will not take, publish or distribute images of anyone without their permission
- I will only use my personal hand held devices (eg: mobile phones) in school if I have permission. 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 will use email appropriately and will not send emails to a large number of users, and will not use email to bully others or send inappropriate text or images

When using the internet:

- I will make sure that I have permission to use the original work of others and/or I have made reference to it. I understand that exam boards treat this as cheating and will exclude me from exams
- I will not try to download copies, or bring into school any material that is protected by copyright (including music and videos)
- I will adopt a 'think before I click' routine when using the internet (not all sites can be trusted)
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate

Respect for the system

- I will not attempt to bypass any network or Internet security systems
- I will immediately report any damage or faults involving equipment or software
- I will not open any attachments to emails, unless I know and trust the sender
- I will not install or attempt to install programmes of any type on a machine nor will I try to alter computer settings
- I will not connect any laptop or other computer hardware to the system
- I will only print what I need to do my school work. I will only print in colour when it is absolutely necessary.
- I will manage my work area to ensure it is not full.

Student Application for the Use of ICT Technologies

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. **This form needs to be signed by both the parent/guardian and the student and returned to the school main office before any Internet and Email access can be provided by the school**

Student First name (print clearly)					
Student Surname					
Key Stage		Tutor Group		Date	

I have read and understand the rules for acceptable use and agree to follow these 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, laptops, tablets, 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 etc.

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, whether I am in or out of school and where they involve my membership of the school community (eg: cyber-bullying or personal information).
- I understand that the school may take action against me if I am involved with inappropriate comments on social media sites.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, sanctions may be used, in line with school's Behaviour policy. This may include loss of access to the school's ICT services including, but not limited to the network, internet or email.
- I understand that the sanction imposed could be detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Student Signature	
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I, the undersigned, being the parent/guardian of the above named student, do support the school in its attempts to protect the students while using computers at school. I also understand that failure to follow the rules may result in computer access being withdrawn.

Parent/Guardian Name			
Parent/Guardian Signature		Date	

Office Use only

Internet		Mail		Signature	
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