

SCHOOL POLICY

Tytherington School recognises the potential benefits and opportunities that new technologies offer to teaching and learning. We encourage the use of technology in order to enhance skills and promote achievement. However, the accessible and global nature of the internet and variety of technologies available mean that we are also aware of potential risks and challenges associated with such use. This 'e-Safety & Internet Acceptable Use Agreement' is intended to implement safeguards within the school and to support staff and learners to identify and manage risks independently.

This e-Safety & Internet Acceptable Use Agreement 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.

ACCEPTABLE USE

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.

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 log on to the ICT system using only the provided username and password and I will not make any password known to any other person.
- I will not leave my ICT system account open and unattended.
- I will be aware of 'cyber-stalking', when I am communicating online.
- I will not disclose or share personal information about myself, the school or other members of the school community online.
- If I arrange to meet people that I have communicated with online, 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 online.

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 attempt to bypass internet filtering approaches, test the weaknesses of the ICT system or undertake deliberate activities that waste staff effort or affect the service for other users.
- I will not use the school ICT systems for personal financial gain, online gaming, gambling, internet shopping, file sharing or video broadcasting, 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, offensive, obscene, defamatory, abusive, intimidating, insulting, indecent, harassing or otherwise objectionable 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 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:

- If given the explicit permission of a member of staff to use a personal mobile phone or other mobile device (including but not limited to, mobile phones, tablets, USB devices) I understand that 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 create, access, store or transmit any materials which are illegal, potentially unlawful or may cause harm or distress to others, nor will I try to use any methods 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 programmes.
- I will not attempt to do anything that threatens the integrity or security of the school ICT system, including, but not limited to, introducing or creating any form of malicious software.

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 I must not, through my actions whilst using digital communications either at home or school, bring the name of the school into disrepute.
- I understand that the school may enact it's disciplinary approaches 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 Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of 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 school ICT systems.

Full name:

Signature of student:

Signature of parent/carer:

Date:

* ICT System – The use of the term 'ICT System' within this document refers to the schools electronic communications networking and services - collectively including hardware, software, storage, data networking and internet connection