

## WGS ICT Acceptable Use Agreement: Students

- I will only use ICT systems in school, including the internet, email, digital video, and mobile technologies for school purposes.
- I will not download or install software on school technologies.
- I will only log on to the school network, other systems and resources with my own user name and password.
- I will not reveal my passwords to anyone.
- I will only use my school email address for e-communications about school work.
- I will make sure that all ICT communications with students, teachers or others are 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.
- 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 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 any member of the school community
- I will respect the privacy and ownership of others' work on-line, always.
- I will not attempt to bypass the internet filtering system.
- Unless asked to do otherwise by staff, I will keep my mobile phone turned off during lessons
- Outside of lessons I will not use my mobile phone or device to disturb the good order of the school
- I understand that my misuse of a mobile phone, tablet, etc will result in sanctions including the temporary confiscation of the device
- 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/ carer may be contacted.

✂ \_\_\_\_\_ (please return)

## WGS ICT Acceptable Use Agreement: Students

Dear Parent/ Carer

The use of ICT including the internet, email, mobile technologies and online resources have become an important part of learning in our school. We expect all students to be safe and responsible when using any ICT. It is essential that students are aware of E-Safety and know how to stay safe when using any ICT. A copy of the *WGS E-Safety and Data Security* and *WGS Privacy Notice* can be found on the school web site:

[wgswitney.org.uk/policies](http://wgswitney.org.uk/policies)

Students are expected to read and discuss this agreement with their parent or carer and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with their class teacher or E-Safety coordinator, Mr Young

We have discussed this document and ..... (student name) agrees to follow the E-Safety rules and to support the safe and responsible use of ICT at the School.

Parent/ Carer Signature .....

Student Signature.....

Form ..... Date .....

# Copyright Release and Images Permission Form

## Copyright Release for Student's Work

Wood Green School may produce web pages, ICT presentations, educational or interest articles for magazines or similar including materials created by students. No child's work will ever be used without their permission but we also need permission from the parents to be able to publish the student's work. Please rest assured the child's safety will always be of paramount importance and no personal information will be made public.

## Acceptable Use of Images of Children

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any video recordings of your child for promotional purposes. For example, in the school prospectus and other printed publications that we produce for promotional purposes; project display boards around the school; on our website.

### Conditions of use

1. This form is valid for the period your child attends this school. The consent will automatically expire one year after this time.
2. We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a student in a newsletter to parents if the student has won an award.
3. If we name a student in the text, we will not use a photograph of that child to accompany the article without good reason.
4. We will not include personal email or postal addresses, or telephone numbers on video, on our website, in our school prospectus or in other printed publications.
5. We may include pictures of students and teachers that have been drawn by the students.
6. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
7. We will only use images of students who are suitably dressed, to reduce the risk of such images being used inappropriately.

✂ \_\_\_\_\_ (please return)

## Copyright Release and Images Permission

I consent/do not consent for the school to publish my child's work on the internet subject to strict confidentiality of personal information. I give/do not give consent for the publication of images in which my child appears subject to the conditions set out in this form.

Parent/ Carer Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Student \_\_\_\_\_ Form \_\_\_\_\_

A copy of the *WGS E-Safety and Data Security and Privacy Notice* can be found on the school web site:  
<http://wgswitney.org.uk/policies>