

## 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)

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 .....