



Blessed Robert Sutton
Catholic Voluntary Academy
(Part of the St Ralph Sherwin Catholic Multi Academy Trust)

ICT Acceptable Use Agreement

Definition of 'Technology'

'Technology' means wired or wireless and/or portable electronic equipment that includes, but is not limited to, PCs, netbooks/laptops, photocopiers, existing and emerging mobile communication systems and smart technologies, or portable internet enabled devices. Such devices can be used for word processing, printing, wireless internet access, image capture/recording, sound recording and information that is transmitted/received/stored or processed on computerised equipment.

Blessed Robert Sutton Catholic Voluntary Academy - Pupil Agreement

'Technology' has 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 increase awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy 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 Blessed Robert Sutton Catholic Voluntary Academy ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will endeavour to ensure that pupils will have good access to 'technology' to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Acceptable Use Policy Agreement

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 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 online.

- I will not disclose or share personal information about myself or others when online.
- If I arrange to meet people offline 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 try (unless I have permission) not 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 school ICT systems for using social network sites, chat, online gaming, online gambling, internet shopping, file sharing, video broadcasting (e.g. YouTube) or anything deemed to be inappropriate on the school network, 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 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:

- I will only use my personal handheld/external devices (e.g. mobile phones/USB devices) in school if I have permission. I understand that, 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. *The Mobile Phone Policy for the use of Mobile Devices in school is available on the Blessed Robert Sutton Catholic Voluntary Academy website.*
- I understand the risks and will not try to upload, download or access any materials that are illegal or inappropriate, that 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 programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.

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 attempt 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 school 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 school network/internet, detentions, fix term exclusions, contact with parents, permanent exclusion and in the event of illegal activities involvement of the police.

I understand that Blessed Robert Sutton Catholic Voluntary Academy provides specialised ICT functions for the sole use of educational needs of the school community:

- I understand the photocopier functionality that includes scanning and printing with a unique secure pin, which will remain private and not disclosed to anyone.
- I understand designated student wireless networks will be monitored and the Acceptable Use Policy will be applicable when connected to those networks.
 - Sixth Form wireless network requires ICT management for connection instructions. It is prohibited to use sharing techniques to distribute the wireless network with unauthorised devices without consent of ICT Management.
 - Access to other student wireless networks will be under the guidance and direction of teaching staff in lessons time only.

I understand that in the event of a safeguarding concern relating to Mobile Technology it may be necessary for ICT and/or Senior Management to use pupil devices to resolve issues. The actions taken on the Mobile Device will be agreed prior to use of the device.

I understand that Blessed Robert Sutton Catholic Voluntary Academy will hold my school data and stored documents securely on data storage devices within the school infrastructure:

- I understand that all data contained and processed within school will comply in line with the GDPR regulations and Data Protection Act of 2018.

Pupil Acceptable Use Agreement Form

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.

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

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

ICT and/or Senior Leadership Team reserve the right to access the 'technology' without notice.

Name of Pupil

Form

Pupil Signature

Date

As a Parent/Carer, I agree to support the school policy and will help ensure that my son/daughter uses 'technology' in a responsible way that does not damage the school community or its reputation.

Parent/Carer Signature