

## **Appendix 2: ACCEPTABLE USE AGREEMENT**

This agreement is intended to encourage imaginative, responsible and safe use of digital technologies. By acting with care and thought pupils should be putting into practice much of this policy.

The School provides networked desktop computers with access to the internet through the School's own filtered connection. Wireless access is available for use by pupils in the 6<sup>th</sup> Form for their own devices.

It is standard practice in organisations to audit users' internet activity and all staff and pupils are audited in this way. Audit trails are examined when necessary. Should you find yourself looking at or opening material you consider the School would think inappropriate (or material you find disturbing), simply inform a member of staff so we can work with you to address the matter.

- I understand that the school will log and monitor my use of computers, devices and my digital communications

### **Identity and responsibility (online and digital)**

*This section applies to all your use of digital technologies, whether school-owned or personal.*

In the digital realm, once something is posted online it has a persistence that is not like something that is said. It is also replicable and searchable (directly and through its metadata), and you cannot be sure who your audience is or will be. Once something is posted online, its effects are often magnified and can be mirrored out of context. All of this requires experience to understand. Remember: when you post, you have not only your own reputation to consider but also that of others and that of the School. Every member of the community has to take responsibility for his or her actions online. If you are in doubt, it is best not to post, send an email, etc.

- I will respect and maintain the integrity of my own and others' digital identities
- I will log on only as myself
- I will keep my login details private and make them secure
- I will not leave any device logged in and accessible to others
- I will exercise informed judgement about disclosing my personal details and will not give out another person's details without their clear consent
- I will be polite and responsible when I communicate with others.
- I will not make, post or send images and video footage of others except with the agreement and understanding of those involved. Agreement must extend to the finished, edited product
- I understand that the School's computers and systems are not to be used to upload, download or access any materials which are illegal, or which endorse, condone, or incite illegal, extremist or terrorist activity or which are in any other way inappropriate for school, or likely to cause harm or distress to others, or bring the School's name into disrepute. I understand that I may not use any program or software to access such materials by bypassing the School's filters.

### **Network and hardware integrity**

I will respect and maintain the network and the computers the School provides:

- I will not open unexpected or suspicious files.
- I understand the need to exercise judgement when connecting a storage device (e.g. a USB drive) to the School's network. Any files will be material created for my school work and will have been created on a computer that has current anti-virus software.
- I will not link devices that are themselves computers (in whatever form) to the wired network without first consulting either the Director of Studies or the ICT team.
- I understand the need to exercise judgement when downloading files and am aware that viruses can be hidden in documents and images (for example) and not just in executable files. I will always seek advice if in doubt.
- I will respect the network's integrity when sending messages. I will not spam people or send needless messages. I will not attempt to send messages anonymously or pseudonymously for malicious purposes.
- I will report any actual or potential technical incident or security breach to my Form Teacher or the Network Manager.
- I understand that if I fail to observe this agreement I will be subject to disciplinary action.

I have read and agree to comply with the rules and regulations set out in the School's ICT Acceptable Use Policy for pupils.

Signed (pupil)

Name

Date

Signed (parent or guardian)

Name

Date