



# SIR JAMES SMITH'S COMMUNITY SCHOOL



## STUDENT ACCEPTABLE USE POLICY

Information Communication Technology (I.C.T) forms an important part of your education. In fact ICT is increasingly used in all subjects.

We hope you will find the school's network useful for:

- carrying out research for projects
- finding images to illustrate your work
- doing homework
- creating imaginative and engaging digital publications
- communicating with staff and students through email: each student will be given their own e-mail account for school use
- organising your time through the virtual learning environment
- accessing the many information resources, including the internet

The school has invested in providing a robust computer network so that all students have the opportunity to use ICT to help them study.

It is important therefore, that the school network, software, user files and all associated equipment be used properly and treated carefully. It is also important that you do not upset or offend any other students or staff by sending or posting inappropriate material via email, mobile phone or on social networking sites. Please read this agreement and sign below to show you agree to abide by its rules. This will allow our network and resources to be maintained at the highest quality.

### AGREEMENT

I agree:-

- during lesson times to use the school internet/intranet only as directed by my teacher. At all other times (e.g. breaks and lunchtime) I will only use the school internet/intranet within the framework of school rules and policies
- not to use the school internet to download or post **anything of an offensive nature**
- **to ensure the emails and messages I send are polite and respectful**
- to do **all I can to help look after** the school computers, including not drinking near PCs or interfering with equipment
- to cooperate with computer room staff during extra curricular clubs
- **to access only my own user area and not to give my password to others**
- to use any ICT devices I bring to school for use in lessons only in line with the Bring Your Own Device Policy
- not to install **any** programmes or applications onto any school computer
- to access only areas of the network for which I have permission
- not to place copyright materials onto the school network
- to use only the software made available to me by the school
- not to make unauthorised copies of **any software or copyright material** that exists on any of the school's computers or network.

If in doubt I will ask an ICT teacher or Tech Support/NCI.

I understand that if I break this agreement, I may not be allowed to use school computer facilities, or further disciplinary action may be taken and which could result in exclusion.

Student name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**This information will be used during your time at school and destroyed when you leave**