



Information & Communication Technology 6th Form Student Acceptable Use Policy

Please keep this for reference

This Acceptable Use Policy Agreement 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 school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

- 1) **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.
- 2) **For my own personal safety:**
 - a) I understand that the school will monitor my use of the ICT systems, email and other digital communications.
 - b) 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, and I will change it when told to.
 - c) I will be aware of "stranger danger", when I am communicating on-line.
 - d) I will not disclose or share personal information about myself or others when on-line.
 - e) If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
 - f) **I will immediately report to teacher/tutor/parent/carer any unpleasant or inappropriate material or messages** or anything that makes me feel uncomfortable when I see it on-line.
- 3) **I understand that everyone has equal rights to use technology as a resource** and:
 - a) 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 not allow others to use any school ICT equipment on loan to me.
 - b) I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
 - c) **I will not use the school ICT systems in lessons for anything on-line unless I have permission of a member of staff to do so**.
- 4) **I will use school ICT systems and my personal ICT equipment (e.g.iPad, mobile phone) within the following guidelines:**
 - a) In lessons, **use resources relevant to the task set** and, if in doubt, ask permission.
 - b) In lessons, **use personal equipment only with permission**.
 - c) At other times **the following uses are banned unless you have written permission** from a member of staff:
 - i) Taking photographs or filming.
 - ii) Use of school email account for any use not directly related to learning and lessons and courses at school.
 - iii) Use of personal email account for any purpose.
 - iv) Use of social networking, chat, instant messaging, blogs and user-generated content sites (e.g. facebook, twitter, MSN, YouTube).
 - d) I will act as I expect others to act toward me.

- e) 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.
- f) **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.
- g) **I will not take or distribute images of anyone without their permission.**

5) 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:

- a) I will only use my personal hand held / external devices (mobile phones / USB devices etc) 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.
- b) I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programs or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- c) I will immediately report any damage or faults involving equipment or software, however this may have happened.
- d) I will not open any attachments to emails, unless I know and trust the person / organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programs.
- e) I will not install or attempt to install programs of any type on a school-owned device/machine, nor will I try to alter settings on school-owned devices.
- f) I will only use chat and social networking sites with permission and at the times that are allowed.

6) When using the internet for research or recreation, I recognise that:

- a) **I should ensure that I have permission to use the original work of others** in my own work.
- b) Where work is protected by copyright, I will not try to download copies (including music and videos).
- c) 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.
- d) **I should acknowledge sources** by showing the url (web site address) of all information I use.

7) I understand that I am responsible for my actions, both in and out of school:

- a) 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).
- b) **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, suspensions, contact with parents/carers and in the event of illegal activities involvement of the police.



6th Form Student Use of Photographic and Video Images, including Digital Images

Please keep this for reference

The use of digital / video images plays an important part in learning activities. Students and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in:

- Places accessible to the general public, such as the school website and the public media
- Places only accessible to members of the school community, such as newsletters. All users with access to digital images have signed an Acceptable Use Policy agreement which clearly states that they cannot make use of these images or other personal data not their own.

To comply with the Data Protection Act the school is requesting your permission before taking images of you. We will also ensure that when images are used in public media that the young people cannot be identified by the use of their names unless explicit permission has been sought and granted.

6th Form students are requested to sign the attached form to allow the school to take and use images in accordance with these guidelines.

Note that this does not cover the use of digital images for purposes of identification.



6th Form Student Acceptable Use Policy and Use of Photographic and Video Images, including Digital Images Agreement Form

Complete, sign and return this page

This form relates to the Student Acceptable Use Policy (AUP), to which it is attached.

Complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Policy. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I understand that agreeing to this policy includes, amongst other conditions, that:

1. I will keep my Hove Park School username and password private.
2. I will keep myself safe by not disclosing personal information on-line.
3. I will report any unpleasant material or messages to an adult I trust.
4. I will only take and/or edit and make use of photographs or film of people if I have permission from both a member of staff and from the people concerned.
5. I will try to protect the school's ICT systems from damage and I will not try to avoid restrictions put in place to protect me and the school's ICT systems
6. I will respect copyright and acknowledge all information sources.

I have read and understand the above Acceptable Use Policy 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 allowed) eg iPad, mobile phone, camera
- I use equipment (my own or other people's) out of school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, VLE, website, Gateway, using systems provided by other organizations, etc.

I have read and understand the guidelines relating to use of photographic and video images and agree to the school taking and using such images in accordance with those guidelines.

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| First Name and Surname of Student | |
| Student's Signature | |
| Date | |