Hungerhill E-safety Policy and Acceptable Usage Agreement.

This document is the student and parent Acceptable Usage Agreement relating to the use of ICT systems and equipment in the school. The purpose of this agreement is to promote positive and responsible use of the school network and the Internet.

This agreement should be read in conjunction with the school's E-safety and Digital Technology Policy. This policy can be found on the school website using the link '**About Us**' followed by '**School Policies'**.

Please ensure that both you and your child read the policy and the agreement carefully then complete the relevant section on the electronic registration form to indicate your acceptance of the agreement. If the school does not receive a signed acceptance of the agreement, it may be necessary to revoke your child's ICT privileges.

Thank you for your cooperation.

Yours faithfully,

Mr R England
ICT Manager

Appendix 1

Acceptable Usage agreement for students and parents

This is the acceptable usage agreement for our school. The purpose of this agreement is to promote positive and responsible network and Internet use. Please read carefully and complete the online permissions form to show you agree to these terms. If you **do not complete** this form you will not be able to use the school's IT systems.

For students:

- I will only use school Internet and IT facilities for educational purposes which follow the teachers' instructions. This includes email, video, messaging, video-conferencing, social media, Internet, file-saving and printing.
- I will not use my mobile phone during lessons, tutor group time, clubs or other activities organised by the school, without a teacher's permission. If permission is granted, I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online. I will use my mobile device as if it was a school computer, following all the rules for using school computers.
- I will not install software on school IT facilities due to the risk of damage being caused by malware or viruses. I will ask an ICT teacher to install software if required.
- I will not share my network, Internet or any other school-related passwords.
- I will change my passwords when asked to.
- I will only use my school-supplied email address for school-related activities.
- I will not look at or delete other people's work or files.
- I will make sure all my contact with other people at school is responsible. I will not cyber-bully students or teachers.
- I will be responsible and polite when I talk online to students, teachers and other people related to the school, both in school time and outside school-time.
- I will not look for or look at inappropriate websites in school. I will check with a teacher if I think a website might be unsuitable.
- I will not use chat rooms
- I will not give out my personal details, such as my name, address, school or phone number on the Internet.
- I will not meet people I've met on the Internet unless I have told my parents and they come with me.
- I will not open any attachments in emails, or follow any links in emails, without first checking with a teacher
- I will not upload or download any pictures, writing or films which might upset people online.
- I will not use any inappropriate language when communicating online, including in emails
- I will not write inappropriate or untrue comments online about students, teachers or the school.
- I will treat all IT equipment at school with respect and ensure the computer is left in the state that I found it.

- I am aware that everything I do on the computers at school is monitored and logged, and that the school can talk to my parents if a teacher is concerned about my online safety or my behaviour when using school computers.
- I will respect copyright when making use of images and videos in my school work. I will acknowledge sources used.
- I will not look for, view, upload or download offensive, illegal, copyright-infringing or pornographic material. If I find such material on school IT equipment I will inform a teacher immediately.
- Images of students will only be taken, stored and used for school purposes in line with school policy. Images will only be used on the Internet or in the media with permission.
- I will not look for ways to bypass the school filtering or proxy service.
- I will not bypass the school filtering or proxy service.
- I understand that these rules are designed to keep me safe and that if they are not followed, sanctions may be applied and my parent/guardian may be contacted.

The following sanctions can be applied:

- Physical damage to equipment – Parents will be asked to reimburse the school.
- Abuse of email system, including sending of abusive or threatening messages will lead to the removal of email access for at least half a term. School will encourage the family of the victim/s to involve the police, who may prosecute.
- Repeat offences – will lead to the permanent removal of network access
- Abuse of the internet, including accessing or attempting to access inappropriate material will lead to the temporary removal of internet access.
- Serious abuse of the rules around Network use may also result in further punishment under the school Code of Discipline
- The school reserves the right to vary the sanction if access to the system is required for compulsory study.

For Students

I accept to be bound by the Hungerhill School Computer Network & Electronic Resources Acceptable Use agreement and understand that I am agreeing to this by completing the appropriate section on the electronic registration form.

For Parents/Carers:

Every effort is made to ensure a safe environment for our students; however, it is not possible to filter every web site that may be inappropriate or block individual videos on sites such as YouTube. We believe that the benefits to students in the form of information resources and opportunities for collaboration exceed the disadvantages; however, we regard the use of ICT equipment as a privilege which will be removed if a student is found to have acted inappropriately.

I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for students using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these. I am happy for my son/daughter to have full access to the internet including YouTube and accept that while every effort is made to ensure a safe environment, it is not possible to filter every web site that may be inappropriate. I give my child permission to have access to the school email system and to be provided with a school email address when required to support their study.

I understand that I am agreeing to this by completing the appropriate section on the electronic registration form.