

Lady Hawkins' School

ICT Acceptable Use Agreement



This document is a guide to what behaviour is deemed acceptable when using school's ICT resources, and is provided to help students use these resources in a safe and secure way. Please ensure you discuss this document with your child and when you are happy that they understand the agreement please both sign and return it to school.

Vandalism is defined as any action that harms or damages equipment or data that is part of the school's ICT facilities and is completely unacceptable.

Whilst access to the **internet** is provided to support lessons this must be used responsibly. All internet activity is filtered and closely monitored, and should not be used for any of the following:

- Accessing unsuitable material
- Online chat or messaging services - you could be putting yourself at risk
- Giving out personal information, or that of others
- Downloading and installing software or viruses - could be considered as vandalism
- Accessing internet auction or online sales sites
- To cause offence to another individual or any actions that could be classed as cyber-bullying

Students are not allowed to play online **games** during lesson times.

Email access is provided for use both within and outside the school, but must be used appropriately and for school work only. Always ensure you are polite, use appropriate language and never reveal any personal information about yourself or others. Student email is not considered to be private and is actively monitored. Inappropriate use of the system may result in a temporary loss of email access privileges.

Never upload **photos or videos** taken within school grounds or containing any members of staff to online social networking and file sharing websites (such as Facebook, YouTube, Snapchat etc)

Never share your **password** with anyone or ask anyone else for their password. If you forget your password or think someone may know it speak to a member of IT staff immediately.

Never attempt to **access** files of programs for which you have not been granted access.

If **mobile phones** are brought into school, they must be stored securely during the school day (as per the Mobile Phone Policy).

I understand that any of the above activity, in addition to anything else which is deemed an unacceptable use of the school computers may result in a temporary loss of internet access privileges.

Student name:

Student signature:

Parent / Carer signature:

Date: