ACCEPTABLE USE AGREEMENT FOR PUPILS

AT KING HENRY VIII SCHOOL

As part of the school's IT programme, we offer students supervised access to the Internet, the global network of computers. Before being allowed to use the Internet, all students must obtain parental permission and both yourselves and your child must sign and return the **Acceptable Use Policy.** This clearly outlines the responsibility for each pupil to use ICT, the internet and mobile technology safely to underpin their learning.

Access to the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with other Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

The school's Internet Service Provider is Shared Resource Service (SRS). SRS provide an internet filtering system, which they manage and maintain. This is updated on an on-going basis to provide maximum security.

Whilst our aim for Internet use is to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for access.

During school, teachers will guide students towards appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephone, film, radio and other potentially offensive media.

The ICT facilities at King Henry VIII School are provided:

- ✓ As an aid to academic work in lessons, for homework, independent study and research.
- ✓ As a means of communication between pupils, staff and parents and others.

Pupils are expected to use the School equipment and software for the purposes stated above. ICT equipment owned by the students (e.g. laptops/tablets) is subject to the same terms

It is the responsibility of King Henry VIII School to provide safe use of ICT and all those who use it must adhere to the following Acceptable Use Policy. **This contract should be read, understood and signed by all students.**

ACCESS

- ✓ I understand that school information systems may not be used for private purposes without specific permission from the Head Teacher.
- ✓ I will respect system security and I will not disclose any password or security information to anyone.
- ✓ I will respect copyright and intellectual property right and adhere to the Data Protection Act 1998.
- ✓ I will not download or install any software or files on schools ICT equipment.
- ✓ I will not attempt to bypass any computer or network security settings.

INTERNET

- ✓ I will ensure that electronic communications with others including email, instant messaging and social networking (where applicable) are compatible with my role as a pupil of King Henry VIII School. I will not send emails:
  - that bully, threaten or use bad language
  - under another's name

- to large groups of people without permission
- in such a way to bring the school into disrepute
✓ I will demonstrate e-safety with other pupils and display a responsible attitude to system use, communications and publishing. I will not:
  - access inappropriate, offensive, obscene or illegal material;
  - load or download inappropriate material or software from the Internet;
  - attempt to access restricted sites
✓ I will report any incidents of concern regarding cyber bullying to my teacher in the first instance
✓ I will not use my school email address to sign up for any social networking sites or other sites.
✓ I will not open any attachments, using my school email address, from any unknown sources.
✓ I appreciate that plagiarism is unacceptable and could result in disqualification from public examinations.

STORAGE

✓ I will store only school related or educational data, files and images on the school network and/or VLE.
✓ Any photographs/video taken of pupils or staff and use of afterwards will be for the sole use in my academic work. They are not to be used for any other purposes.

USE OF EQUIPMENT

✓ I will not use my mobile phone or personal devices in lesson time and within the school building unless requested to do so by a member of staff.
✓ I will report any technical issues/ viruses or damage to equipment following school procedures as soon as possible.
✓ I will lock a computer down or log off when leaving a computer unattended, even for a short period of time.
✓ I will use printers for school work only and not print a very large number of copies without permission.
✓ I accept liability for any damage to, or theft of, any personal ICT equipment that I bring to school.

CYBER BULLYING

✓ I will follow the procedures and expectations set in King Henry VIII Behavior Policy.
✓ I will keep evidence of cyber bullying by taking screen shots, saving emails and texts and inform my class teacher immediately of any concerns.

The school or SRS may exercise its right to monitor the use of the school's information systems and internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorized use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorized or unlawful text, imagery or sound.

Breach of this policy will be considered a serious matter and will be dealt with in line with King Henry VIII School's Behavior Policy.

I have read, understood and accept the Pupil Acceptable Use Policy for ICT.

Student Signature:	
Name:	
User ID:	
Year and Form Group:	
Parent/Carer Signature:	