



STUDENT ICT ACCEPTABLE USE AGREEMENT

We offer students access to the Internet, equipment, a virtual learning environment and Bring Your Own Device (BYOD). The network is filtered and firewalled by commercial software. We also use Impero – a package that monitors and logs keystrokes of networked computers. This is to ensure students are protected from cyber-harm and do not engage in behaviour that is harmful to others using the Schools IT equipment. The package scans for a wide range of key words that could indicate inappropriate use of the network is taking place. Keywords and screen shots of inappropriate use are flagged and then logged. The dashboard and records of this package are available in a secure, password protected form to teaching and pastoral staff and may be used in investigations.

Further information about all of these features are available on request from school.

Please read through the Student Acceptable Use Agreement that we operate at Dallam and the information on BYOD before signing and returning to school

1. I will only use ICT systems in school, including the internet, email, digital video, mobile technologies, etc. for educational purposes.
2. I will not take or publish images of students and/or staff without the express permission of a member of staff.
3. I will only log on to the school network/Learning Platform, other systems and resources with my own username and password. 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 or password.
4. I will follow the school's ICT security system and not reveal my passwords to anyone and change them regularly.
5. I will only use my school email address for educational purposes. I will check my email regularly and carry out routine "housekeeping" of my email messages.
6. I will not give out my personal information or that of others such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
7. I will make sure that all ICT communications with pupils, teachers or others is responsible, polite and sensible. I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
8. I will 'log off' when leaving a computer.
9. I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
10. I will only save files to the network that are related to schoolwork. I will not use filenames that could be considered offensive.
11. I will not deliberately browse, share, download, upload or forward material that could be considered offensive, nuisance or illegal. If I accidentally come across any such material, I will report it immediately to my teacher.
12. I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
13. I am aware that when I take images of pupils and/or staff, that I must only store and use these for school purposes and in line with school procedures and must never distribute these outside the school network without the permission of all parties involved, including in school breaks and all occasions when you are in school uniform or when otherwise representing the school.

14. I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring the school community into disrepute, including through uploads of images, video, sounds or texts.
15. I understand that in school all my use of the internet, office 365 and other related technologies can be monitored and logged and can be made available to my teachers and parents.
16. I understand that I am responsible for my actions, both in and out of school and that the school 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 (e.g. cyberbullying, use of images or personal information etc.)
17. 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.
18. 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.
19. 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.
20. I will always respect the privacy and ownership of others' work online and will not access, copy, remove or otherwise alter any other user's files without the owner's knowledge and permission. Where work is protected by copyright, I will not try to download copies (including music and videos).
21. 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 programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
22. I will only use my personal hand-held/external devices (USB devices) 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.
23. I will immediately report any damage or faults involving equipment or software, however this may have happened.
24. I will not open any attachments to emails unless I know and trust the person or organisation that sent the email due to the risk of the attachment containing a virus or other harmful programme.
25. I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
26. I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
27. I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent may be contacted and any illegal activities will be reported to the Police.
28. I will follow teachers' directions as to appropriate use of my devices in class. Using a device without permission may result in the device being confiscated in accordance with the school policy on mobile devices.
29. I must connect my device to the designated wireless data network supplied by Dallam School. I must not connect to any other network, wired, wireless or cellular. I must not bridge Dallam's designated network to any other network. I will not use VPN's and/or proxy servers to circumvent network security and internet filters.
30. My device needs to be brought to school fully charged. The school does not provide facilities to charge devices.
31. I am solely responsible for the care of and my conduct on my device whilst:
 - a. at school or at other school activities
 - b. Travelling to and from school or to and from other school activities.
32. My device must be covered by a specific device insurance policy.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this Agreement, access will not be granted to the school ICT system.

Student Acceptable ICT Use – Student and Parent/Carer Agreement

Dear Parent/Carer

ICT including the Internet, learning platforms, email and mobile technologies and online resources have become an important part of learning in our school. We expect all pupils to be safe and responsible when using any ICT. It is essential that pupils are aware of online safety and know how to stay safe when using any ICT. It is important to note devices that are able to connect to a 4G or 5G network are not subject to the school filtering software, and are therefore reliant on parental supervision in regards to sites visited and content accessed. Students are expected to read and discuss this agreement with their parent and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with their class teacher or Mr Watson, Head of Faculty.

Please confirm in the attached form that you and your child have read, understood and agree to follow the terms of this Acceptable Use Agreement when:

- I use the school ICT systems and equipment (both in and out of school).
- I use my own equipment in school (when allowed) e.g. camera, PDA, USB stick, etc.
- I use my own equipment out of school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, VLE, website etc.