

## ICT Acceptable Use Agreement / 2022-2023

The following summary is intended as a guide to what behaviour is deemed acceptable when using the school's ICT resources or students' own device at school under the BYOD Policy, and is provided to help students use these resources in a safe and secure way. Please ensure you have read through the following document and ensure that you fully understand the agreement. If this agreement is not adhered to, this may result in the loss of ICT privileges.

This agreement is related to all hardware and software provided by the school or used at school, and relates to use both inside and outside of the school.

Whilst access to computers, iPads, learning platforms and the internet is provided to support lessons, all must be used responsibly at all times.

All internet activity is closely monitored and should not be used for any of the following:

- Online Chat/Messaging
- Giving out personal information
- Downloading and installing software or viruses.

Any of the above activity, in addition to anything else which is deemed an unacceptable use of the school computers or students' own laptops at school, will be reported to the relevant member of staff and dealt with appropriately.

- Students are not, under any circumstance, allowed to play online games during school time.
- Email access is provided for use both within and outside 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. Student email within the school is not considered to be private and is actively monitored. Inappropriate use of the system will be passed on to the relevant member of staff.
- Never share your password with anyone or ask anyone else for their password. If you forget your password or think someone may know it, report this to your Form Tutor immediately.
- Never attempt to access files or programmes for which you have not been granted access.
- Do not use a school's device or your own to take pictures, unless explicitly requested by the teacher within the limits of a classroom activity.