

Pendle Education Trust – Student ICT Acceptable Use Agreement (AUA)



The computer systems within the academy are made available to students to further their education. The academy's Acceptable Use Policy has been drawn up to protect all parties who might use the ICT systems. Students who will use the academy's ICT systems should sign this Acceptable Use Statement alongside their parents who share responsibility for ensuring it is adhered to. In the case of students who are too young to sign this agreement (below Key Stage 2), parents are signing on their behalf.

This acceptable use agreement is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that academy systems and users are protected from accidental or deliberate misuse

For my own personal safety:

- I understand that the academy will monitor my use of the systems, devices, electronic storage and digital communications. This can include when I access academy devices and systems from outside of school and through personal devices.
- I will keep any individual username and passwords safe and secure – I will not share them, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable to a member of staff.
- I will only use academy communication systems (i.e., email, MS Teams, etc) for contacting members of the academy community (staff and students) and will not use my academy email for any other purpose.

Acceptable use of academy devices and facilities

In order to keep the academy ICT equipment and facilities available to everyone, I will:

- Only use academy internet, devices and systems for educational purposes.
- Take responsibility for all actions using my individual accounts, ensuring I do not allow other to have access to them and always log off when I finish using a device.
- Be responsible for my behaviour online and when using academy systems.
- Use the equipment respectfully, responsibly and safely, including not behaving in a way which may cause damage to it.
- Report any damage or faults to a member of staff so that they can be resolved.
- Use email and other online communications as a form of formal written communication, using appropriate language and etiquette.
- Report any inappropriate/offensive materials discovered on the academy ICT system to a member of staff so it can be removed immediately.

- Respect the privacy of other users' files and will not share, alter or delete their work without their permission.
- Develop my research skills and be aware of copyright and intellectual property rights and I will respect this (no illegal downloads or cheating by copying other people's work).

Unacceptable use of academy devices and facilities

In order to keep the academy ICT equipment and facilities available to everyone, I will **NOT**:

- Alter the set up of the equipment, including unplugging cables from computers.
- Access or share any material that is not appropriate or may cause distress or harm to others
- Send any communications which may cause upset or offence to others.
- Take photos or videos of any member of the academy community or use their images from other sources (i.e. academy website). I understand that occasional exceptions may be made where it is required for education purposes and will only do this when directed to and given permission by a member of staff and for that purpose only.
- Waste resources, including printer ink/toner and paper.
- Download any programmes or materials which I am not authorised to by a member of staff and which may cause harm to the academy device or network.
- Bring personal devices into the academy and make use of them on academy systems. This includes portable storage devices such as USB sticks.

Students are advised that their network accounts will be deleted when they leave the Academy and it is the responsibility of the student to save any files before leaving.

Student Declaration: *(for all Key Stage 2, 3 and 4 students (Years 4-11))*

I have read the statement above and agree to the conditions. I understand that the misuse of academy ICT equipment or systems is a serious offence and could lead to sanctions, following the academy behaviour policy, up to and including exclusion.

Name: _____ Form: _____

Signed: _____ Date: _____

Parent Declaration: *(for all students)*

I have read all of the above and agree to ensure my child follows the rules and expectations regarding their use of ICT facilities and systems both in school and at home.

Name: _____

Signed: _____ Date: _____