Ark Burlington Danes Academy

A Church of England School

Acceptable Use Policy
2017-2018

Acceptable Use Policy (AUP)
Student Agreement Form

Covers use of digital technologies in the Academy: i.e. email, Internet, intranet and network resources, learning platform, software, equipment and systems. ICT systems, technologies and software are made available to students to further their education and to help the management of the Academy. This Acceptable Use Policy has been drawn up to protect students, staff and the Academy. The Academy reserves the right to examine or delete files that may be held on its computer systems and to monitor any Internet site visited or work done by a user.

- I understand that I must use Academy ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the Academy will monitor my use of the ICT systems, email and other digital communications. This will include monitoring and accessing any personal area on the network, such as My Documents. Teaching staff will only be able to **read** information in My Documents and not amend anything.

- I understand that the Academy 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. I will only use the Academy's computers for Academy work, homework and as directed.

- I will not bring files into the Academy (on removable media or online) without permission or upload inappropriate material to my workspace.

- I will only edit or delete my own files and not view, or change, other people's files without their permission.

- I will keep my logins, usernames and passwords secret. I will not share it, nor will I try to use any other person's username and password.

- 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.

- I will not use the Academy ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting.

- I will use the Internet responsibly and will not visit web sites I know to be banned by the Academy. I am also aware that during lessons I should visit web sites that are appropriate for my studies.

- I will act as I expect others to act toward me.

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.

- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.

- The messages I send, or information I upload, will always be polite and sensible.

- 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.

- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line to a teacher / trusted adult.

- I will be aware of "stranger danger", when I am communicating online.

- I will not disclose or share personal information(my home address, phone number, send photographs or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.) about myself or others when on-line.

- I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless I take a trusted adult with me.

- I am aware that some websites and social networks have age restrictions and I should respect this.

- I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.

- I will not take or distribute images of anyone without their permission.

I recognise that the Academy has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the Academy:

- I will immediately report any damage or faults involving equipment or software, however this may have happened.

- 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.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work. Where work is protected by copyright, I will not try to download copies (including music and videos).

- 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.

- I understand that I am responsible for my actions, both in and out of the Academy.

- I understand that the Academy also 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 the Academy and where they involve my membership of the Academy community (examples would be cyber-bullying, use of images or personal information).

- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the Academy network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

User Signature – Acceptance of the above conditions:

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the Academy's most recent e-safety policies.

Student Name: _____   Tutor Group: _____

Signature: _____   Date: _____