

# Student Acceptable User Policy Agreement

## Purpose of Policy

New technologies have become integral to our lives, both within schools and outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That Endeavour Academy ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The Endeavour Academy will try to ensure that students will have good access to ICT to enhance their learning and will, in return, expect the students to agree to be responsible users.

## Policy Agreement

I understand that I must use Endeavour 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 Endeavour Academy will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password with respect – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line.
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that Endeavour 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 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 use Endeavour Academy ICT systems as instructed to do so by my Learning Coach. For your protection some online content will be made unavailable if deemed unsuitable or inappropriate to the fundamental goal of learning.
- I will not attempt to disable or 'work around' measures put in place to protect you from unsuitable online content. I understand that attempting to do so is considered the highest form of abuse and will certainly result in sanctions being placed on my future access to such systems.

I will act as I expect others to act towards 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.
- I will not take or distribute images of anyone without their permission.

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

- I will only use my personal hand held / external devices (mobile phones / USB devices etc) in the Endeavour Academy if I have permission. I understand that, if I do use my own devices in the Endeavour Academy, I will follow the rules set out in this agreement, in the same way as if I was using Endeavour Academy equipment.
- 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 damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- 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.
- I will only use chat and social networking sites with permission and at the times that are allowed

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 Endeavour Academy:

- I understand that the Endeavour 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 Endeavour Academy and where they involve my membership of the Endeavour 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 Endeavour Academy network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

**Please complete the sections on the next page 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 Endeavour Academy ICT systems.**

## Student Acceptable Use Agreement Form

This form relates to the student Acceptable Use Policy (AUP), to which it is attached.

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 systems.

I have read and understand the above and agree to follow these guidelines when:

- I use Endeavour Academy ICT systems and equipment (both in and out of the Endeavour Academy)
- I use my own equipment in the Endeavour Academy (when allowed) e.g. mobile phones, PDAs, cameras etc
- I use my own equipment out of the Endeavour Academy in a way that is related to me being a member of the Endeavour Academy e.g. communicating with other members of the Endeavour Academy, accessing school email, VLE, website etc.

**Name of Student:**

**Group:**

**Signed:**

**Date:**

**Name of Parent / Carer:**

**Signed:**

**Date:**