



**Computer Network and Information and
Communications Technology (ICT)**

Acceptable Use Policy and Agreement for Students

*To be read and signed by both
students and their parent/carer*

Version 5.0

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The Trust recognises and believes that ICT and the internet are excellent tools for learning and communication that can be used to enhance the curriculum, challenge students, promote collaborative working and support creativity and independence. Using ICT to interact socially and share ideas can benefit everyone in the school community, but it is important that the use of the internet and ICT is seen as a responsibility and that students use it appropriately and practise good e-safety.

In school, teaching staff will monitor and guide pupils towards appropriate materials. Outside school, families and carers bear the same responsibility for such guidance.

Students who use the internet are made aware in this document that use of the internet is actively monitored at all times. A record is kept of all sites visited by each individual user, enabling the Network Administrator to show who accessed which site, from which machine and when.

Students can access their saved work on any machine in the school. To use a computer, you will need to enter a username and password. In secondary schools this will be provided by the IT Team and will be unique to the user. In primary schools this will be provided by the IT Team/class teacher and may be specific to the class.

Once the password has been entered you can use programs from the 'Start' menu on the desktop. You can either save your work in your personal 'My Documents' folder (secondary) or as directed by the class teacher (primary).

You may also save work using Office 365 OneDrive or send work home via your school email address, subject to the relevant procedures in place in individual Trust schools. No other email addresses are supported.

In addition to the installed programs, you are able to use the internet. At St Aidan's the browser icon on the desktop will take you to the St. Aidan's intranet homepage, where you can find information about school departments (e.g. work schemes, homework assignments etc.) and year information. In primary schools you will be guided by the teaching staff.

The aim of using the internet in school is to further educational goals and objectives. However, it is possible that a determined student may try to access material deemed to be unsuitable by the Trust (including that which is obscene, racist, extremist or violent).

The Trust employs a sophisticated filter that should prevent students accidentally viewing any such materials. It will identify those students who attempt to access unsuitable sites. Real-time monitoring software is used to view on-screen activity.

Users should be aware the Trust decrypts SSL traffic for content inspection.

Students must inform school staff as soon as possible if they are concerned about any content that has been shared online so support can be provided. Students should be aware that once anything is shared online it is outside of the control of the Trust and may be used in ways not intended.

Students are aware of the CEOP reporting link and know when to use it.

Sanctions - failure to observe this policy will result in a temporary or permanent ban on internet and perhaps network use. Persistent or extreme misuse will result in sanctions and, where applicable, the Police or local authorities will be informed.

I confirm that I will:

- inform a member of staff immediately if I am worried about the content or incident online, so I can get support as soon as possible
- use, move and share personal data securely
- never trespass into other users' folders, work or files
- respect the school network security and only use my own username and password
- set strong passwords which I will not share
- only use personal devices as directed by school staff and in line with the BYOD (Bring your own Devices) policy
- not use personal digital recording equipment (cameras, phones etc.) for storing/transferring media regarding pupils/staff
- ensure software security is kept up to date for anti-virus/operating system patches etc if using my own device for school purposes (See BYOD Policy)
- respect copyright and the intellectual property rights of others
- only create and share content that is legal
- always follow the terms and conditions when using websites
- only visit websites which are appropriate and never enter online chat rooms
- discuss/agree (prior to use) my use of social media sites with a responsible adult
- use school-provided email for communication if required within school
- only use appropriate content which I have permission to use
- only communicate online with trusted users
- never arrange to meet an online friend without talking to a responsible and trusted adult first
- make sure any online messages, emails or posts I send are respectful and do not promote discrimination, bullying, religious or racial hatred or violence of any kind
- not respond to or forward any inappropriate message or content including chain emails
- be cautious when sharing personal contact information
- report immediately and unsuitable content or activities
- never transmit or share any obscene or inappropriate material or use vulgarities/swearing or any other inappropriate language
- never attempt to access systems setting or install software/music on any computer
- avoid downloading large files, which would slow down internet access
- avoid printing unnecessary material – printing is costly - excessive printing will be monitored
- never leave a workstation logged-on and unattended.

Student Declaration

I have read carefully the contents of the Trust's Computer Network and ICT Acceptable Use Agreement for Students, and I understand the requirements I must follow.

Student's Name:

Signed: Form:

Parent/Carer Declaration

I have read the Trust's Computer Network and ICT Acceptable Use Agreement and give permission for the student above to use the internet at school to support their learning, education or research and understand that students will be accountable for their own actions.

Parent/Carer Name:

Signed: Date:

This section should be returned to school as soon as possible