

ICT Acceptable Use Agreement (Admissions from September 2020)



PHILIP MORANT
SCHOOL & COLLEGE

As part of the curriculum and development of ICT skills, the school and college provide access to the internet. Although there are concerns about students having access to undesirable materials, steps are taken to reduce this risk. However, although suitable restrictions are put into place in order to avoid students' access to inappropriate materials, this cannot be guaranteed.

Students and parents should read this agreement below and sign our Admissions Form to confirm acceptance. Please keep this copy for your reference.

As a student:-

1. I will only use ICT systems in school, including the internet, world wide web & e-mail for school purposes. This excludes use for private or personal purposes.
2. I will not download or install software on school ICT systems.
3. I will only log on to the school network and other systems with my own user name and password.
4. I will not allow any other person to use my user name(s) and password(s).
5. I will follow the school's ICT security system, not reveal my passwords to anyone and change them regularly. If I believe my password has become known to another person I will change it immediately and/or inform the network manager.
6. I will only use my school e-mail address.
7. I will make sure that all ICT communications with students, teachers or others is responsible and sensible.
8. I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
9. I will not deliberately browse, download, save, create, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
10. I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher
11. I will not take images of students, staff or visitors. This includes school break/lunch times and any occasions when I am in school uniform or when otherwise representing the school.
12. I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring our school community into disrepute, including through uploads of images, video, sounds or texts.
13. I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of our school community.
14. I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher.
15. I will respect the privacy and ownership of others' work on-line at all times, including the copyright of others and will not attempt to plagiarise work for assessment.
16. I will not attempt to bypass security controls or the internet filtering system, I will not knowingly go beyond the access that I am granted or use ICT equipment that I am not authorised to.
17. I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers and other staff.
18. I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parents/carers may be contacted.

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