



Acceptable Use Agreements of the Academy's ICT facilities and Internet

Review Cycle: 2 Years – Autumn Term

Review By: Leadership Team, Qu of Ed/HR Sub-Committee

Acceptable use agreement for pupils

Acceptable use of the Academy's ICT facilities and internet: agreement for pupils and parents/carers

Name of pupil:

When using the Academy's ICT facilities and accessing the internet in Academy, I will not:

- Use them for a non-educational purpose.
- Use them without a teacher being present, or without a teacher's permission.
- Use them to break Academy rules.
- Access any inappropriate websites.
- Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity).
- Use chat rooms.
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher.
- Use any inappropriate language when communicating online, including in emails
- Share any semi-nude or nude images, videos or livestreams, even if I have the consent of the person or people in the photo.
- Share my password with others or log in to the Academy's network using someone else's details.
- Bully other people.

- I understand that the Academy will monitor the websites I visit and my use of the Academy's ICT facilities and systems.
- I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others.
- I will always use the Academy's ICT systems and internet responsibly.

I understand that the Academy can discipline me if I do certain unacceptable things online, even if I'm not in the Academy when I do them.

Signed (pupil):

Date:

Parent/carers agreement: I agree that my child can use the Academy's ICT systems and internet when appropriately supervised by a member of Academy staff. I agree to the conditions set out above for pupils using the Academy's ICT systems and internet, and for using personal electronic devices in Academy, and will make sure my child understands these.

Signed (parent/carers):

Date:

Acceptable use agreement for staff and governors

Acceptable use of the Academy's ICT facilities and the internet: agreement for staff and governors.

Staff/Governor Name:

Position:

When using the Academy's ICT facilities and accessing the internet in Academy, or outside Academy on a work device, I will not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
- Use them in any way which could harm the Academy's reputation
- Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software, or connect unauthorised hardware or devices to the Academy's network
- Share my password with others or log in to the Academy's network using someone else's details
- Share confidential information about the Academy, its pupils or staff, or other members of the community
- Access, modify or share data I'm not authorised to access, modify or share
- Promote private businesses, unless that business is directly related to the Academy

I understand that the Academy will monitor the websites I visit and my use of the Academy's ICT facilities and systems.

- I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside Academy, and keep all data securely stored in accordance with this policy and the Academy's data protection policy.
- Any unexpected personal costs incurred through the use of Academy Technology will be charged directly to the staff member and action taken for inappropriate use. e. g. Academy issued mobile phones.
- I will let the designated safeguarding lead (DSL) and ICT manager know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.
- I will always use the Academy's ICT systems and internet responsibly and ensure that pupils in my care do so too.
- I will respect copyright and intellectual property rights.

Signed (staff member/governor):

Date:

Acceptable use agreement for Visitors

This agreement has been drawn up to use alongside the new Visitors Wi-Fi system.

Users are identified by a register in the office kept by Reception alongside the Voucher Code. When the user accesses the Academy Wi-Fi, they can only proceed by accepting the following agreement.

Acceptable use of the Academy's ICT facilities and the internet: Agreement for Visitors

When using the Alcester Academy's ICT facilities and accessing the internet in or outside the main building on my device, I will not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
- Use it in any way which could harm the school's reputation
- Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network
- Share my password with others or log in to the school's network using someone else's details
- Share confidential information about the school, its pupils or staff, or other members of the community
- Access, modify or share data I'm not authorised to access, modify or share
- Promote private businesses, unless that business is directly related to the school

I understand that the school will monitor and filter the websites I visit and my use of the school's ICT facilities and systems.

I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside, and keep all data securely stored in accordance with this policy and the school's data protection policy.

Voucher Code:

Valid for:

Signed: _____ Chair of Governors

Signed: _____ Headteacher

Date: _____

(ratified by the Full Governing Body on 13th July 2022)