



Durham Trinity School and Sports College.

Pupil Acceptable Use Agreement.

School Policy

Technology has become important in the lives of children and young people both inside and outside school. This technology gives new tools and opportunities for everyone. They can start discussions, help creativity and support learning. As a child or young person, you should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement aims to ensure that:

- Children and young people will be sensible users and stay safe while using the internet and other technology for school, personal or home use.
- School systems and pupils / staff are protected from accidental or deliberate misuse that could put the security of the systems and pupils at risk.

Acceptable Use Policy Agreement

I understand that I must use school systems in a sensible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other pupils or staff.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it and will I not try to use any other person's username and password. I understand that I should not write down or store a password where someone may then steal it.
- I will be aware of "stranger danger", when I am communicating online and not communicate with anyone I do not know.
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, school details etc).

- I will not arrange to meet anyone I have communicated with online, without specific permission from my parent or carer.
- I will immediately report any nasty or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online to a trusted adult.

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

- I understand that the school systems and devices are for educational use and that I will not use them for personal use unless I have asked a member of staff for permission.
- 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 only use the school systems or devices for online gaming or internet shopping if I have permission from a member of staff to do so.
- I will not use the school systems or devices for online gambling, file sharing, or video broadcasting (eg YouTube).

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 their 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 share pictures of anyone without their permission.

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

- I will not use my own personal devices (mobile phones / ipads/ USB devices/ memory storage devices etc) in school unless asked to by staff.
- 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. I will not 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 install or attempt to install or store programmes of any type on any school device or try to alter computer settings.

- I will not use **any** social media sites in school.

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

- I should ensure that I have permission to use the 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 school:

- I understand that the school 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 school and where they involve my membership of the school 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 school network / internet, 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 school systems and devices.

Pupil Acceptable Use Agreement Form

This form relates to the Pupil Acceptable Use Agreement, 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, you will not be allowed to use the school systems.**

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

- I use the school systems and devices (both in and out of school)
- I use my own equipment out of the school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, VLE, website etc.

Name of Student / Pupil:

Group / Class:

Signed:

Date:

Parent/ Guardian/ Carer Name:

Parent/ Guardian/ Carer Signature: