



Durham Trinity School and Sports College.

Pupil Acceptable Use Agreement.

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 of the systems and other pupils or staff.

For my own personal safety:

- I understand that the school will monitor my use of the computer and internet while I am in school.
- I will keep my username and password safe and secure – I will not share it and will not try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating online and I will not communicate with people I do not know.
- I will not share information about myself or others when online.
- I will immediately report any nasty material or messages or anything that makes me feel uncomfortable or sad when I see it online.

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

- I will only use the school devices for online gaming or internet shopping if a member of staff says it is OK for me to do this.
- I will not use the school devices for online gambling, file sharing, or video broadcasting (eg YouTube).

I will act as I expect others to act towards me:

- I will respect others' work and property and will not access and change other people work unless they say I can.
- I will be polite and responsible when I communicate with others.
- I will not take or share pictures of anyone without their permission.

I know that the school has a responsibility to maintain the security 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 / gaming devices/ memory storage devices/ ipads etc) in school unless asked to by staff.
- I will not try to use any programmes or software that might allow me to get around the filtering / security systems in place to keep me safe.
- I will report any damage to equipment or software, however this may have happened.
- I will not install or attempt to install 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 know that:

- I should ensure that I have permission to use the work of others in my own work.
- When I am using the internet to find information, I should take care to check that the information that I access is right.

I know that I am responsible for my actions, both in and out of school:

- I know that the school also has the right to take action against me if I am taking part in incidents of unsafe behaviour when I am out of school.
- I know that if I do not do as I have agreed to in this document there may be consequences to my behaviour. This may include loss of access to the internet in school, contact with parents and, if it is an activity that is against the law, reporting to the police.

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 and agree to the rules in this agreement.

I have read and agree to the above 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.

Name of Student / Pupil:

Group / Class:

Signed:

Date:

Parent/ Guardian/ Carer Name:

Parent/ Guardian/ Carer Signature: