

# ICT Acceptable Use Agreement for Secondary-stage pupils

The Success Academy Trust promotes the use of technology in the classroom to enhance learning experiences and ensure our students learn how to engage safely with computers and the Internet. The purpose of this agreement is to ensure all students know what we expect of them when using technology in school, and the measures we take to keep them safe. We have addressed this document to your child – parents and carers should take the time to go through this document carefully with their child to ensure they understand it before signing the agreement.

## How we keep you (our students) safe when using technology

- We teach you how to use computers and the Internet safely, through a series of IT and e-safety activities.
- We use strict Internet filtering to try to protect you from inappropriate online material.
- All the programs and content such as videos that we use is carefully checked by your teachers before use.
- We will monitor your use of school IT equipment, to ensure that it is being used correctly and safely.
- All the adults in the school take part in regular IT, e-safety and Data Protection training to ensure they understand their own responsibilities.

## What we expect from you (our students)

- You will always try to be polite and responsible when online.
- You must never use your real name or share any other personal information such as your birthday, our school name, or your address online.
- You should keep your passwords safe and should not use other people's usernames and passwords.
- You must immediately report any message or Internet content that is inappropriate, illegal, or makes you feel uncomfortable; and must not actively search for or distribute any such material.
- You will not enter an IT suite unsupervised by a member of staff; or log on to equipment until told to do so.
- You may only use school IT equipment with the permission of a member of staff; and for the purposes defined by or agreed with that member of staff.
- Some IT equipment and software is provided specifically for staff members, including teacher computers and tablets. You must not attempt to access or use these devices or programs.
- You won't change, copy or delete another person's work or interfere with their equipment.
- You will not try to change the settings on a device or connected peripheral e.g. monitor.
- You must look after our equipment and tell a teacher if you accidentally break something.
- You must immediately report any damage or faults you find involving equipment or software; and must not attempt to repair or reconnect any faulty equipment yourself.
- You should only email/message staff members through the school-provided email/messaging systems; you must not attempt to contact a staff member via any other means such as social media, an app or gaming platform.
- Separate rules are published for the use of Personal Electronic Equipment such as memory sticks, mobile phones and smart watches. You must agree to follow these rules and understand that we may confiscate and examine any personal electronic equipment brought into school if it is believed to have been used inappropriately.
- There will be consequences if you do not follow these points above.

## What we expect from parents

- Ensure you and your child understand what is written in this document.
- If your child is found to have damaged any school IT equipment on purpose or as a result of irresponsible behaviour, we may charge you for the repair or replacement.
- You will support and uphold the school's rules regarding the use of school ICT systems.
- You may take a picture of your child at various school events, in order to capture precious memories. These must not be shared anywhere online if it includes an image of another child or if another child can be identified as a result.