



Acceptable Use Agreement between Hopefields Education Limited

and _____ **Date :** _____

- I will only use ICT systems in centre, including the internet, email, digital video, and mobile technologies for educational purposes.
- I will not download or install software on Hopefields technologies.
- I will only log on to the Hopefields network, other systems and resources with my own user name and password.
- I will follow the Hopefields ICT security system and not reveal my passwords to anyone and change them regularly.
- I will only use my Hopefields e-mail address.
- I will make sure that all ICT communications with learners, teachers or other adults is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, 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 a member of staff.
- 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 an educational project approved by my teacher, and overseen as such.
- Images of learners and/ or staff will only be taken, stored and used for Hopefields purposes in line with school policy and not be distributed outside the school network without the permission of Emily Greenhalgh.
- I will ensure that my online activity, both in school and outside school, will not cause Hopefields, the staff, young people or others distress or bring into disrepute.



- I will support the Hopefields approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the Hopefields community.
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass the internet filtering system.
- 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.
- I understand that these rules are designed to keep me safe and that if they are not followed, sanctions will be applied and my parent/care giver and host school may be contacted.

Learner signature :

Signed (on behalf of Hopefields) :