



Sir John Cass's Foundation and Red Coat Church of England Secondary School

Headteacher: H. Evans MA, MSc, CBE

STEPNEY WAY LONDON E1 0RH

Telephone : 020 7790 6712

Fax : 020 7790 0499

Dear Students,

Acceptable Use Policy – Computers, Network, Email and Internet Contract

This document explains what you should and should not do when using computers in the school, including the school computer network, particularly when sending and receiving email and accessing the Internet.

Student Acceptable Use Agreement

School Policy

Digital technologies have become integral to the lives of children and young people, both within and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people are responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. In addition, as email and the internet can be used to communicate with people outside, it is especially important not to do anything which could damage the reputation of the school.

It is essential to inform a member of staff if you find that someone else is breaking these rules.

For my own personal safety:

- I understand that the school may monitor my use of the systems, devices and digital communications in case of any concern.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it. In addition, I will not leave a computer unattended whilst logged on.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others without permission nor within a school context when online, for example on social media. This could include names, addresses, email addresses, telephone numbers, age, gender, educational details such as the name of the school, financial details, etc.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

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

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have 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 not use the school systems or devices for online gaming, online gambling, internet shopping, file sharing or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so. 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 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 the owner's 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 distribute images 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 only use my own personal devices (e.g. USB devices) in school with permission. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. Mobile phones can only be used after school.
- 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, nor will I 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 report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will not use social media sites e.g. Facebook, Twitter within school.
- I will not waste disk storage space or consumables such as printer supplies.
- I will not do anything which is designed to damage the network, harm other people or their work, or avoid restrictions placed on people who use it.
- During the school day, I will only use computers, the network, email and the Internet for appropriate educational purposes. At no time is the use of school equipment for commercial purposes or private gain allowed.

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

- I should ensure that I have permission to use the original 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 (e.g. cyber-bullying, use of images or personal information).
- I understand that I am not authorised, without permission, to represent the school online in any official or unofficial capacity by using the school name, logo, etc. and I recognise my responsibility to report when I discover this has been done by others.
- 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, detentions, contact with parents and in the event of illegal activities involvement of the police.

Please complete the section 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, access will not be granted to school systems and devices.

Yours sincerely,

N. Jones (Assistant headteacher / E-safety officer)

Student Acceptable Use Agreement Form

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Policy. If you do not sign and return this agreement, access will not be granted to the school's ICT 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 devices in the school (when allowed) e.g. mobile phones, gaming devices, USB devices, cameras, etc.
- I use my own equipment out of the school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, VLE, website, etc.

Name of Student	<input type="text"/>
Tutor Group	<input type="text"/>
Signed	<input type="text"/>
Date	<input type="text"/>

