

STUDENT COMPUTER AND INTERNET USE AGREEMENT

Acceptable Use Policy Agreement

I understand that I must use the ICT systems at Looe Community Academy 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.

For my own personal safety:

- I understand that Looe Community Academy will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- 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 when on-line.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
-

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

- I understand that the Looe Community Academy ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not make large downloads or uploads that might compromise the Academy's bandwidth or internet capacity and that might prevent other users from being able to carry out their work
- I will not use the Academy ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube) unless instructed to by a teacher

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 offensive, strong, aggressive or inappropriate language and I appreciate that others may have different opinions
- I will not take or distribute images, videos or voice recordings of anyone without their permission.

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

- I will only use my personal hand held / external devices (mobile phones / USB devices etc) in school if I have permission, following the mobile phone policy of the Academy. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using Academy equipment.
- 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

Adopted by the Governing Body July 2015

Looe Community Academy Trust, Sunrising, Looe, PL13 1NQ

A company limited by guarantee, registered in England and Wales, number 07909371

An exempt charity

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 open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will not use chat and social networking sites.

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 Academy 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 Academy community (examples would be cyber-bullying, use of images or personal information).

July 2015