



## Tring School – Pupil ICT Acceptable Use Agreement

ICT and the related technologies such as the internet form an important part of learning in our school. We expect all pupils to be responsible for their behaviour when using ICT and the Internet. It is essential that pupils are aware of e-Safety and know how to stay safe when using any ICT.

Tring School students are expected to agree and follow the e-Safety Rules. Any concerns or explanation can be discussed with Mr Lickfold, Tring School e-Safety coordinator or Mr McGinnity, Network Manager. If you, your parent or carer would like a copy of this policy it can be downloaded from the Tring School website.

ICT and the related technologies such as email, the Internet and mobile phones are an expected part of our daily working life in school. You are expected to agree to the AUP policy and adhere at all times to its contents.

You must not use the Tring School network to download or share copyrighted content without permission of the copyright owner. To do so may result in legal sanctions, network termination or both.

You have been provided access to Tring School computer facilities and to the school-wide communication network and you must assume responsibility for their appropriate use. Tring School expects you to be careful, responsible, honest and polite in the use of computers, communications and the Tring School network. Those of you that use the internet to communicate with individuals or other institutions are expected to abide by the rules laid down in law and those set out in Tring Schools AUP's and policies.

[By logging on to any of the school's I.T. systems/facilities - you are automatically agreeing to the terms and conditions of the school's acceptable use policy.](#)

- I will only use IT systems in school including the internet, email, digital video, mobile technologies etc. for school purposes.
- I will not download or install software on school technologies.
- I will only log on to the school network, other systems and resources with my own username and password.
- I will follow the school's ICT security system and not reveal my passwords to anyone. ● I will only use my school email to send and receive emails to and from students and staff within school. I will not use my personal email account in school with the exception of UCAS applications.
- I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible.
- I know it is essential that I keep my email account password private. I know I will be held responsible for any emails sent from my account.
- I will not deliberately browse, download or upload material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.

- 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 a school project approved by my teacher.
- I am aware that when I take images of pupils and/ or staff that I must only store and use these for school purposes in line with school policy and must never distribute these outside the school network without the permission of all parties involved. This includes school breaks and all occasions when I am in school uniform or when otherwise representing the school.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring the school community into disrepute, including through uploads of images, video, sounds or texts.
- I will respect the privacy and ownership of others' work on-line at all times.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- 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. **During periods of online learning at home during the hours of 9am and 3pm, the school will continue to monitor my device. I understand this monitoring will only occur whilst I am logged onto the device using my school account.**
- I will not attempt to bypass the internet filtering system.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/carer may be contacted.
- I will not bring a Smart Watch to school because I am not permitted to wear one during the school day.
- I will not sign up to online services until I am old enough to do so.

Parent and pupil signatures

Dear Parent/Carer

ICT including the internet, email, mobile technologies and online resources have become an important part of learning in our school. We expect all pupils to be safe and responsible when using any ICT. It is essential that pupils are aware of e-Safety and know how to stay safe when using any ICT.

Pupils are expected to read and discuss this agreement with their parent/carer and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with Mr Lickfold, e-Safety coordinator.

Please return the bottom section of this form which will be kept on record at the school We have discussed this policy and .....(pupil name) agrees to follow the e-Safety Rules and to support the safe use of ICT at

Tring School.

Parent/ Carer Signature .....

Pupil Signature .....

Form ..... Date .....

Guidance:-

- 1) Use of any recording devices (mobile phones, digital cameras, etc.) during the school day is prohibited, unless sanctioned by a member of staff.
- 2) Do not, under any circumstances, reveal your school password(s) to any other person. If you think your user id and password is being used by someone else, change your password and contact the IT Technicians as soon as possible. You will be held responsible for actions carried out on the network using your personal user ids.
- 3) Any email communications between pupils and school staff should be made using the Tring School email system. *username@tringschool.org*

4) If you believe you have discovered an incident of, or become a victim of, cyberbullying:- a. Do not delete or tamper with any evidence. Save it.

b. Report the incident immediately to the e-Safety Coordinator or any member of staff. 5)

Consider very carefully before uploading images or video of other students onto the internet. Check that they do not mind the images being posted and it is good practice not to make the images publicly available. i.e. restrict access to them to your immediate friends. Posting images on the internet against a person's consent can be considered as bullying. 6) Filtering (the blocking of some websites) in school is done to steer students away from sites where they could be vulnerable. The use of gaming and social networking is not permitted using the school network. If you are caught accessing these sites you may face disciplinary action.

7) You have a responsibility to ensure that any files or media brought into or sent into school is virus-checked before uploading to the school network. If you are unsure about this, please contact an ICT Technician.

8) You will be allocated a small amount of space on the school network to store your work. It is your responsibility to delete old work and to manage this space. Google Drive should be used to store your work so it is easily available across devices.

Individuals should not attempt to exploit, test or probe for suspected security holes on Tring School computers or Networks but should report them to the Tring School IT Technical Team.