

**Belmont School
Student
Acceptable Use
Policy Agreement**



Authorised:
Headteacher

Authorised:
Chair of Governors

Date Approved: 26-6-18

Date for Review: **Spring Term 2018-19**

Student Acceptable Use Policy

School Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone.

These technologies can inspire discussion, promote creativity and stimulate awareness of context to encourage effective learning. Young people should have an entitlement to safe internet access at all times.

Students' access to the school network is a privilege and not a right. All pupils must follow the conditions described within the policy when using the school network, internet, school technology and systems.

Pupils who do not follow the conditions may face:

- Withdrawal of access to technology
- Monitoring of networking activity
- Investigation of past network activity
- In some cases police involvement.

as well as other sanctions in accordance with the behavioural policy.

Teachers will show students how to use the resources that are available in a safe and appropriate way. School staff will regularly check student's technology and network use to ensure it is being used responsibly.

Conditions of use

Students will be expected to use the school systems to support their learning and education. It is the responsibility of students with the support of adults to ensure they are following the school rules in this respect. Students should also report any misuse of ICT to a member of staff within school.

Acceptable use

Students are expected to use online resources properly. All use should be consistent with Belmont's values and the behaviour policy. The following pages provide examples of what students should and should not do at an age appropriate level which students are asked to sign to help them understand and follow the rules.

Student Acceptable Use Policy Agreement for KS3 & KS4

New technologies are important to help you learn, to keep in touch with other people and to keep you entertained, but it is very important that you use them properly so that they work well and you are safe.

Things you should do:

- You should always use appropriate language when working online.
- You should log off equipment when you have finished using it.
- You should tell a responsible adult if you see any misuse of online equipment.
- You should tell a responsible adult if you see anything that makes you feel uncomfortable.
- You should read this document carefully and ask questions if you do not understand anything.
- You should sign the bottom of the page to confirm you understand the rules and will follow them.

Things you should not do;

- You should not tell anyone else your password.
- You should not log in as someone else or use their password.
- You should not use a computer that someone else has left turned on.
- You should not tell anyone any personal information about yourself or others, for example, where you live or your telephone number.
- You should not take photographs or make recordings of anyone at school without specific permission from a responsible adult.
- You should not create, send or put online anything that is likely to upset someone else:
 - Things that are hurtful or unkind to others
 - Say things or share pictures that others would not want you to share.
- You should not use resources or work that belong to other people without permission.
- You should not do things that would:
 - Damage other students work
 - Deliberately waste time or school materials (for example by printing when you should not or using a computer when you have been told to put it away)
 - Damage equipment including the CCTV network.
- You should not go onto or try to go onto websites or social sites that are only supposed to be looked at by people older than you (for example over 18).
- You should not try to put any software or external files onto any school equipment or try to bypass any school controls that have been set up.

Student Agreement

- I agree to follow the school rules when using school computers and iPads.
- I agree to ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.
- I agree to tell a teacher or suitable adult if I see something that upsets me on the screen or if I accidentally look at something that I should not.
- I know that computers and email will be checked to ensure they are being used properly.
- I know that if I break the rules I might not be allowed to use a computer /iPad and there may be other consequences.

Student Name _____

Student Signature: _____ Date: _____

Student Acceptable Use Policy Agreement for KS1 & KS2

This is how we stay safe when we use computers:

- I will ask a responsible adult if I want to use the computers / iPads
- I will only use activities that a responsible adult has told or allowed me to use
- I will take care of the computer and other equipment
- I will ask for help from a responsible adult if I am not sure what to do or if I think I have done something wrong
- I will tell a responsible adult if I see something that upsets me on the screen
- I know that if I break the rules I might not be allowed to use a computer / iPad

Student Name:

Signed (student):

Signed (parent):

Date: