

TKA PUPIL ACCEPTABLE USE AGREEMENT

This Acceptable Use Agreement is intended to ensure:

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

TKA ensures that pupils have good access to ICT to enhance their learning and in return expects pupils to agree to be responsible users.

I understand that I must use TKA's 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.

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I understand that monitoring of my IT activity is a requirement for my use of ICT systems in school, and that I will not interfere with any monitoring software installed by the school.
- 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 know that people online are not always who they say they are.
- If anything happens online either to myself or another pupil which makes me feel worried or uncomfortable, I will speak to a member of staff.
- I will not disclose or share personal information about myself or others when online.
- I will not arrange to meet people that I have only communicated with on-line.
- I will immediately report to a member of staff any unpleasant or inappropriate material or messages when I see it online.
- I will write emails and online messages carefully and politely, as I know they could be forwarded or seen by someone I did not intend.

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

- I understand that TKA's 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 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 ICT systems for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have the permission of a member of staff at that time to do so.

I will act as I expect others to act toward me:

- I will not access or change other people's accounts or information.
- 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 know that my online actions may have offline consequences.
- I know that bullying in any form (on and off line) is not tolerated and I know that technology should not be used for harassment.
- I will not take photographs of, or video anyone without their permission, or distribute images of staff or pupils without permission.
- I will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community. I understand that it may be a criminal offence to download or share inappropriate pictures, videos or other material online.

I recognise that TKA 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 not use my personal devices in school unless I have specific permission at the time. 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 school 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.
- I know it can be a criminal offence to hack accounts or systems or send threatening or offensive messages.
- I will not download or use any programs 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 programs.
- I will not install or attempt to install programs of any type on a machine, or store programs on a computer, nor will I try to alter computer settings.

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 only use that work within the terms of the copyright holder's licence.
- 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 Kingston Academy 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 (examples would be cyber-bullying, use of images or personal information).

- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to consequences. This may include for example loss of access to the school network/internet, detentions, fixed term exclusions, contact with parents and in the event of illegal activities involvement of the police.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. You will also need to indicate your agreement when prompted on signing in to a school computer (at least annually). If you do not agree to this, access will not be granted to school ICT systems.

PUPIL ACCEPTABLE USE AGREEMENT FORM

All pupils will agree to this agreement electronically at least annually. In the event that this is not possible, this declaration should be used instead. If you do not agree to the Acceptable Use Policy either electronically or using this form, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) e.g. mobile phones, cameras etc
- I use my own equipment out of 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, website etc.

Name of Pupil

Class

Signed

Date