



ACCEPTABLE USE AGREEMENT

Students

ICT is used intensively across the curriculum at the Academy and there are increasing numbers of lessons involving use of the internet. The wealth of educational information available on the 'World Wide Web' makes it an invaluable source of research and learning. Whilst we want to encourage students to use the internet to enhance learning, it is important to appreciate that there are sites on the internet whose material is not suitable for school children.

The internet provider and the Academy have built in safeguards to prevent access to unsuitable sites. However, these safeguards are not guaranteed and determined students may be able to log onto sites which contain offensive, racist, violent or pornographic material.

The IT Support team have provided a secure environment for us to work and they will monitor access to internet, email and other services to ensure the safety of our users. The Academy reserves the right to examine or delete any files that may be held on its computer systems and storage media or to monitor any Internet sites visited.

To safeguard students and staff we have an ICT Policy (www.wgacademy.org.uk/our-academy/policies). As part of this policy you are asked to sign an agreement stating that the ICT equipment and internet will be used in a proper and safe manner. You are asked to read the following carefully, sign and return the agreement. It will then be retained by the Academy to complete our records.

Student Agreement:

I understand that access to the computers and iPads, including the internet, from the Academy must be for educational research or learning, and I agree to the following:

- I will access the network using my own username and password.
- I will not reveal my password to other people or seek to access other people's work.
- I will use the internet for constructive educational purposes. I will not use the internet time playing games.
- Mobile phones, iPods or other portable devices will be switched off during lessons.
- I will not take photographs of students or staff on a personal device.
- If I do not follow this policy, I must hand my device to a member of staff until the end of the day.
- I am responsible for monitoring and rejecting inappropriate materials accessed and will inform a member of staff.
- I will not access any websites, newsgroups or links that may be considered offensive in the judgement of the Principal (or delegate) because of pornographic, racist, violent, illegal, illicit or other content.
- I accept responsibility to keep copyrighted material from entering school. I will not download software, games, music, graphics, videos or text materials that are copyrighted.
- I will not bring portable storage equipment from home to put programs onto the computer.
- Any messages I send or information I upload will be always be polite and sensible.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher / responsible adult.
- I will not attempt to access the network with an unauthorised device.
- I will respect the ICT equipment and report any problems to a member of staff.
- I will ensure laptops/netbooks are returned to the charging cabinets when not in use and connected to the charging system.
- I understand that the IT Support Team will monitor access to email and Internet usage on a regular basis.
- I understand that access to the internet or IT facilities may be withdrawn if I violate this agreement.
- I shall use the academy device appropriately for my education needs only,
- I shall not use IT equipment for any such act that violates this policy or do something that will lead to harming someone in any way.
- I understand that if I don't abide by this policy all privileges could be removed until an investigation is complete.

I agree to abide by the rules of the Acceptable Use Policy.

Name:

Signature:

Date: