Pupil Acceptable Use Agreement

I understand that I must use St Dunstan's College systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

I agree to follow the rules below when using ICT at St Dunstan's College (SDC) and at home (H):

- I will only use IT at the College for school purposes. I will not use school devices for online gaming, online gambling or internet shopping and I will not visit sites that I know or suspect to be unsuitable. (SDC)
- I will only IT systems using my own username and password only. I will not share my username or password with anyone else nor will I try to use another pupil's or staff member's username and password. (SDC) (H)
- I will ask permission before using a memory stick or other storage device (including phones and tablets) on a College computer. (SDC)
- I will only open and delete my own files. (SDC)
- The messages I send, including emails, instant messages, Snapchat, Instagram, etc.) will be polite and sensible. (SDC) (H)
- I will never give out my own or other people's name, address (including email) or phone number online. (SDC) (H)
- I will never upload any images of school activities to any social networking site. (SDC) (H)
- I will not deliberately look for, save or send anything that could be construed as obscene, hateful, threatening or offensive. (SDC) (H)
- I will not install, attempt to install or store programs or software on any school device, nor try to alter the computer settings. (SDC)
- I will not try to download or use any programs or software that might allow me to bypass the School's IT filtering systems that are in place to prevent access to inappropriate or illegal content (SDC)
- I understand that sending a message with the deliberate intention of making another person feel offended, embarrassed, threatened or hurt is bullying, and will be dealt with according to the College Anti-bullying policy. (SDC) (H)
- If I see anything I am unhappy with on the computers or other devices, I will turn the screen off and tell a member of staff, my parents or other appropriate adult straight away. (SDC) (H)
- I understand that the College can check my computer or other devices and that my parents/carers can be contacted if College staff are concerned about my e-safety.

- I will remember to follow the guidelines when checking out a school laptop for educational use. If a school-owned device for which I am responsible is lost, damaged, or stolen, I understand that I must immediately report this to the Head of ICT Services and describe the circumstances surrounding the loss, damage, or theft of the device. (SDC) (H)
- I will not copy and plagiarise content from the Internet nor infringe copyright. I will not claim the work of others as my own. (SDC) (H)
- I understand that I must check my College email account regularly (at least once per day) and that I must attempt to respond to or acknowledge email messages in a timely manner. (SDC) (H)
- I understand that the sanctions for misuse of ICT will be in line with the Expected Pupil Behaviour Policy, and may include a call-back, detention, suspension of ICT privileges or more serious sanctions for actions such as bullying or possessing or sending offensive material.

Pupil Name: _____   Form: _____

Pupil Signed: _____   Date: _____

Parent Signed: _____   Date: _____

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Author/s:	Jade McLellan Clair Wilkins	**Date Reviewed:**	Michaelmas 2019
Date Ratified:	Michaelmas 2019	**Next Review Date:**	Michaelmas 2020
Committee:	N/A	**Clerk to the Governors Signature:**	N/A