



Student Acceptable Use Policy & Agreement

This Acceptable Use Policy is intended to ensure:

- That students will be responsible users and stay safe while using the internet and other communication technologies for educational, personal, and recreational use.
- That school Information and Communications Technology (ICT) systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will endeavor to ensure that students will have safe access to ICT to enhance their learning and will, in return, expect the students to agree to be responsible users.

Acceptable Use Policy

I understand that I must use school 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 may have access to monitor my use of the ICT systems, email, and other digital communications.
- 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 will be aware of "stranger danger" when I am communicating on-line:
 - √ I will not disclose or share personal information about myself or others when on- line.
 - √ If I arrange to meet people off-line that I have communicated with and met on-line, I will do so in a public place and take an adult with me.
 - √ I will immediately report to an adult any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- I understand that everyone has equal rights to use technology as a resource:
 - √ I understand that the school 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 on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g., YouTube), unless I have permission of a member of staff to do so.
- I will act as I expect others to act toward me:
 - √ 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 will not take or distribute images of anyone without their permission.
- I will only use my personal handheld / external devices (mobile phones / USB devices etc.) in school if I have permission. I understand that, if I use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I were 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, nor will I try to use any programmed 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 application(s), code however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organization who sent the email, due to the risk of the attachment containing viruses or other harmful computer code.



- I will not install or attempt to install applications of any type on a machine, or store applications/code on a computer, nor will I try to alter computer settings.
- I will not use chat and social networking sites without permission.

When using the internet for research or recreation, I recognize 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 not try to download copies (including music and/or videos)
- I understand that I am responsible for my actions, both in and out of school:
 - √ I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behavior, 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 disciplinary action as per our code of conduct.

Please complete the sections below to show that you have read, understood, and agree to the rules included in the Acceptable Use Agreement.

AIMS Student Acceptable Use Agreement Form

This form relates to the student Acceptable Use Policy (AUP).

Please complete the sections below to indicate that you have read, understood, and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to the 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.
- √ 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, websites, etc.).

Name of student:

Grade:

Signature:

Signed date:

