

I will be responsible for my actions, both in school and out of school.

- I understand that I must have permissions to use the original work of others in my own work, that sources used are references, and where work is protected by copyright, I will not download copies. This includes music, films and videos.
- I understand that the School 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 both in and out of School and where they involve any members of the School community.
- I understand that if I fail to comply with this Acceptable Use Agreement, I may be subject to disciplinary action. This may include loss of access to the School network and internet, sanctions as detailed in the Rewards and Sanctions Policy and Anti-Bullying Policy, contact with parents, and in the event of illegal activities, involvement of the police.

I will take care of my personal safety and look after others while using the internet and other digital technologies.

- I understand that the School content filter software will monitor my use of the systems, devices and digital communications.
- I will keep my password secure and will not share it with others. I will not write or store it where someone else may have access to it. I will not use another member of the community's details.
- I will be aware of 'stranger danger', when I am on-line.
- I will be careful when disclosing or sharing personal information about others or myself on-line and will make sure that I know the purpose for which my information will be used.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line to a responsible adult in School. If I am concerned about another student receiving inappropriate behaviour, I will report it.
- I will avoid sites that incite people towards behaviours such as bullying, racism or terrorism and those, which encourage people in other risk behaviours.
- I will only use social media sites if they are age appropriate, I have permission and at the times that are allowed.
- I will be polite and responsible when I communicate with others; I will not use strong, derogatory, aggressive or inappropriate language, and I will appreciate that others may have different opinions.
- I will not take or distribute video, audio, or images of anyone without their permission.
- I understand the risks, and will not upload, download or access any materials, which are illegal or inappropriate, or may cause harm or distress to others.

Use of video and images

- I will only use video, images and content for the educational purpose they were intended.
- I will not share them with others (online or each via devices including messaging apps)
- I will not modify unless I have permission of the creator or consent of person in video/image (educational purposes only).

I will respect the technology and services I use to make sure that School devices, and all users, including me, are protected and safe from accidental or deliberate harm.

- I understand that I bring my own devices (BYOD) into School entirely at my own risk, and that the School accepts no responsibility or liability in respect of lost, stolen or damaged devices.
- 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 was using School equipment.
- I will not use any programs or software to bypass the filtering and security systems.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person or organisation who sent the email, or if I have any concerns about the validity of the email.
- I will not install or attempt to install or store any programs or apps of any type on any School device.
- I will not alter School computer or device settings unless I have permission.
- I understand that as well as educational use, I may also use School technology for personal or recreational use if I have permission.
- I will not make downloads or uploads without permission.
- I will not use the School systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or broadcasting videos or livestreaming without permission.
- 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 check that information 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.

A copy of this policy is available on the School website: www.mayfieldgirls.org.



Pupil Acceptable Use of ICT Policy Agreement

I have read and I understand the School's Pupil Acceptable Use of ICT Policy Agreement. I shall adhere to the rules when I use School systems and devices, my own devices in school and my own equipment out of school to communicate with other members of the School.

I shall use the computer system and Internet in a responsible way and obey these rules at all times.

Print name: _____

Tutor Group: _____

Signed: _____

Date: _____