

How I agree to use technology at school

While using computers, tablets or any other electronic devices at school I agree to the following:

Technology is for all of us

- I will only use the devices I have permission to use and only for the activity I have been told to complete and will immediately report any damage or faults.
- I will look after the devices I am using and take care when moving around with portable devices so my schoolmates can use them after me.
- I will use the space available to me on Microsoft 365 sensibly and will not download or upload files that are too large, illegal, inappropriate or may harm the device I am using (e.g., viruses).
- I will not install or store programs or edit settings on school devices, and will only use social media sites/apps with permission and at the times that are allowed.
- I will use the email and other means of communication made available by the school sensibly and will not open any hyperlinks or attachment if I have any concern about its origin.

Keep each other safe

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will only use my own log in details and not share my password with anyone inside or outside of school.
- I will only go on the websites and activities I have been instructed, use search keyword related to the activity and ensure the information I found is accurate and trustworthy.
- I will not communicate with strangers nor arrange to meet people off-line that I have communicated with online without informing parents/carers.
- I will not give my personal information, share someone else's or post anything else that would be personal online, such as pictures of myself.
- I will immediately report any unpleasant or inappropriate material or messages, which includes anything that makes me feel uncomfortable when I see it on-line.
- If allowed to have my own device, I will keep it out of sight during school time and will ensure that my privacy settings only let the people I want see my details.

I understand that if I am worried at any point, I can do one or more of the following:

- Stop using app/website / Report to app or website creators
- Tell an adult
- Contact Childline on 0800 1111 or chat online at www.childline.org.uk
- Contact The Mix on 0808 808 4994 or chat online at www.themix.org.uk
- Report to CEOP <https://www.ceop.police.uk/ceop-reporting>



Treat each other with respect

- I will respect other's work and property, will only use the computer where I am logged in, and will not edit someone else's work without their knowledge and permission.
- I will treat and communicate with others with respect, using appropriate language and appreciate that they can have different opinions.
- I will not take or share images/videos of other people without their permission, nor will I use or share their words/work (including music and videos).
- I will follow my teacher's and other members of staff instructions, and understand that failure to do can lead to losing access to technology.

Summary

I understand that if I do not follow this acceptable use agreement, or if staff are worried about my behaviour when using any devices, apps or websites, including Microsoft 365, I may lose my access to all devices whilst in school or unit, and my right to email other young people.

I understand that cyber bullying and any other incident of inappropriate behaviour in or out of school may lead to disciplinary action, which could even lead to the involvement of the police in the event of illegal activities.

I understand that my devices and communication could be checked by staff or the police.

Please complete the acceptable use agreement form to show 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 school systems and devices.



Acceptable use agreement form

Young Person

By signing this form, I acknowledge that I have read the acceptable use agreement to which it is attached. I understood the agreement and agree with all the rules it states.

I will follow the guidelines in the agreement when using the school systems and devices at home and at school as well as while using my own devices at school.

Name:

Signed (Young person):

Date:

Parent / Carer / Staff (when relevant) counter signature

Signed (Parent/carer):

Signed (keyworker):

Signed (Unit Manager):

Date:

