

Secondary Student Acceptable Use Policy Agreement (KS3-KS5)

ICT is seen as beneficial to all members of the Academy in supporting learning, teaching, research, administration and approved business activities of the Academy. The Academy's ICT facilities provide a number of integral services and, therefore, any attempt to misuse a computer system could cause significant disruption to other users at the academy.

This Acceptable Use Agreement is intended to ensure:

- that all users, will be responsible and stay safe while using ICT devices, systems and services.
- that Academy devices, systems, services and users are protected from accidental or deliberate misuse that could put the security of these systems and users at risk.

Agreement

I understand that I must use Academy 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.

When using the Academy's ICT facilities:

- I understand that the Academy systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have prior permission.
- I understand that the Academy may monitor my use of the devices, systems, services and communications at any time.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will not disclose or share personal information about others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc....).
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will respect others' work and property and will not access, copy, remove or otherwise use or alter any other user's files, without the owner's knowledge and permission, and I will ensure that any use is in accordance with Academy policies.
- I understand there are risks when using the systems and services, 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

programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.

- 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 respect copyright of materials and intellectual property rights and not take or distribute text, images or other materials without permission.
- I will not use or modify any of the Academy devices, systems and services in any way that will disrupt their use for others in any way.
- I will not install or attempt to install or store programmes of any type on any Academy device, nor will I try to alter computer settings.
- I understand that I am not permitted to attempt to connect any devices or systems (e.g. laptops, mobile phones, USB devices, etc....) to any Academy devices, systems or services without prior permission from an Authorised Person within the Academy. I understand that, if I am permitted to use my own devices in the Academy I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand that I am responsible for my actions, both inside and outside of the Academy.
- I understand that the Academy also 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 out of the Academy and where they involve my membership of the Academy community (for example, 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. This may include loss of access to the Academy ICT systems and services, disciplinary action as set out in the codes of conduct and in the event of illegal activities involvement of the police.
- I agree to follow these guidelines at all times when:
 - using or connected to the Academy's devices, systems and services.
 - using my own equipment inside or outside of the Academy in a way that is related to me.
 - being a member of this Academy (for example, communicating with other members of the Academy, accessing Academy email, websites and services, etc....).

I (the Student) have read and understand that use of the Academy IT systems and devices is governed by the full Acceptable Use Policy and all the policies available from the Academy's website www.tsatrust.org.uk.

Print Name (student)

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Signed

Date:

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Parents and Carers should sign below 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 the Academy's ICT facilities.

Print Name (parent):

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Signed (parent):
(parent):.....

Date

