

# Acceptable use of ICT: Agreement for pupils in Years 3 - 13



## King Henry VIII 3-19 School Ysgol 3-19 Brenin Harri'r VIII

We believe in the limitless capacity for everyone to achieve great things.

Effective from: September 2023

Approved by Governors: September 2023

Next Review Due: September 2024

## Introduction

The ICT equipment at King Henry VIII 3-19 School is provided:

- As an aid to learning in lessons, for home-learning, independent study, and research.
- As a means of communication between pupils and teachers.

Pupils are expected to only use the equipment and software for the purposes stated above. ICT equipment owned by the pupils (e.g. mobile phones, tablet computers) is subject to the same terms when used in school.

It is the responsibility of King Henry VIII 3-19 School to ensure the safe use of ICT and all those who use it must adhere to the following Acceptable Use Policy. This contract should be read, understood and signed by all pupils.

## Access

- I understand that school ICT may not be used for private purposes.
- I will not disclose any password or security information to anyone.
- I will respect copyright and intellectual property right giving credit to others where it is due.
- I will not download or install any software or files on the school's ICT equipment.
- I will not attempt to bypass any computer or network security setting.

## Internet

- I will ensure that electronic communications with others including email, instant messaging and social networking are in line with the values of King Henry VIII 3-19 School. I will not send emails:
  - That bully, threaten or use bad language
  - Under the name of another pupil or member of staff
  - To large groups of people without permission
- I will act in accordance with the e-safety education I receive. I will not:
  - Access inappropriate, offensive, or illegal material
  - Load or download inappropriate material or software from the internet
  - Attempt to access restricted sites.
- I will not use my school email address to sign up for any websites.
- I will not open any emails or attachments if I do not know who they are from.

## Storage

- I will only store files and images on the school network which are used for my learning.
- I will only take photos and video of pupils and staff with permission from the teacher, with permission from the pupil, and only if it is needed for my learning.

## Use of Equipment

- I will not bring my mobile phone to school (Years 3, 4 and 5).

- If I need to bring a mobile phone to school, I will hand this to the school office at the start of the day (Year 6).
- If I need to bring a mobile phone to school, I will keep this switched off and in my school bag (Years 7-11).
- I will report problems or damage to equipment to my teacher as soon as possible.
- I will lock or log off when leaving a computer unattended, even for a short period of time.
- I will use printers for school learning purposes only.

### **Cyber Bullying**

- I will follow the expectations set out in the King Henry VIII 3-19 Relationships and Behaviour policy which includes not bullying (including cyber bullying) any pupils.
- I will keep evidence of cyber bullying by taking screenshots, saving emails and texts.
- I will inform my class teacher immediately of any cyber bullying to myself or other pupils.

### **Monitoring of school systems**

The school or SRS may exercise its right to monitor the use of the school's systems and internet access, to:

- Intercept e-mail;
- Delete inappropriate materials where it believes unauthorised use of the school's system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Breach of this agreement will be considered a serious matter and will be dealt with in line with King Henry VIII 3-19 School's Relationships and Behaviour Policy.

I have read, understood and accept the Pupil Acceptable Use Policy for ICT.

Signed \_\_\_\_\_ Name \_\_\_\_\_

Class / Form Group \_\_\_\_\_