



# Rashid School for Boys

## Student ICT Acceptable Use Agreement

School Section	Secondary
Audience	All Students
Dissemination	Home/School Agreement Packs
Written by	Assistant Network Manager – Imtishan Rafiq
Date Written	March 2020
Last reviewed	March 2020
To be reviewed by	ICT Strategy Group
Date due for Review	March 2022

## Student ICT Acceptable Use Agreement

The safe use of ICT is a responsibility for everyone at Rashid School for Boys. The purpose of this ICT Acceptable Use Agreement is to ensure that all students will be responsible users and stay safe while using ICT equipment, systems (including E-mails, Office 365, Microsoft Teams) and the internet.

I understand that I can help by making sure I will use IT in a sensible way. I will follow these rules so that everyone including myself, other students and my teachers are all safe:

### For my personal safety:

- I understand that the school will monitor my use of IT; including the computers, its systems and digital communications.
- I will keep my username and passwords safe and secure.
- I will not share my personal information and always be aware of the 'S.M.A.R.T' safety rule:
  - *Safe – Keep your personal information safe and private.*
  - *Meet – Do not meet people you've only known online.*
  - *Accepting – Do not accept something if you are unsure of the person it came from.*
  - *Reliable – Information you see can be out-of-date, inaccurate, or not entirely true.*
  - *Tell – Tell an adult if someone or something makes you feel upset, worried or confused.*
- I will not share any personal information about myself or other people when I am on-line. Personal information about myself or other people can include:
  - *Name, age, gender, address, password or username, e-mail address, telephone number, name of school, or any other private information.*
- If I receive any communication or if I see anything that I think is not appropriate or that I find upsetting, I will report it immediately to a member of staff if I am in school, or to a parent if I am not in school.

### I will act as I expect others to act towards me:

- I will be respectful to everyone online; I will treat everyone the way that I want to be treated.
- I will not upset anyone or bring the school into disrepute when I am using the internet in school or at home.
- I will respect other people's work and I will not copy, change or delete other people's files.
- I will not take or share images or videos of anyone without their permission.

### I understand that everyone has the right to use technology as a resource and:

- I understand that RSB computers and its systems are for educational use and that I will not use them for personal reasons; unless I have permission from a member of staff.
- I will not try to make large downloads or uploads unless I have permission. I understand that if I do this, I may prevent other users from being able to work.

- I understand computers in school are to be used only for learning. I will not use them for playing games that are not educational or to watch videos on YouTube without permission.
- I will not try to upload, download or access any materials which are illegal, inappropriate, or may cause harm or distress to others.
- I will not use a personal device (Laptop/Tablet/USB) unless I have permission from a member of staff. I will follow the same rules that apply to using school devices and equipment.
- I will not install or store programmes on a school device and I will not try to alter the computer settings or bypass the security of a school device.
- I will not open any hyperlinks in emails or any attachments in emails, unless I know and trust the person who sent the email.
- I will immediately report damage or faults with school equipment or software.

When using the internet for research or recreation:

- I will make sure that I have permission to use the work of others in my own work.
- Where work is protected by copyright, I will not try to illegally download copies (including music and videos).
- When I am using the internet to find information, I will take care to check that the information that I access is accurate.

I understand that I am responsible for my actions, both in and out of school:

- I understand that these rules are designed to keep myself and others safe.
- I understand that if I fail to follow these rules, I may be subject to disciplinary action. This may include loss of access to the school network/internet, suspension, contact with parents and in the event of illegal activities expulsion and/or involvement of the police.

**Student Acceptable Use Agreement Form**

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

I have read and understand the above and agree to follow these guidelines.

Student Name: .....

Year/Class Group: .....

Student Signature: .....

Parent Co-Signature: .....

Date: .....