

# Chalfont St Giles Village School

## Pupil Acceptable Use of School ICT Systems Policy and Agreement Form

Reviewed and agreed June 2022

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

### INTERNET:

- I will only use the internet when supervised by a teacher or adult, or when given special permission.
- I understand that the school may monitor the web sites I have visited.
- I understand that I can only access sites and materials relevant to my work in school.
- I know that information on the internet may not always be reliable and sources may need to be checked.
- I know that I will not be allowed to use the internet if I deliberately look at unsuitable material.

### SECURITY & PRIVACY:

- I will never tell anyone I meet on the internet my personal information or that of others (home address, telephone number, school's name) unless my teacher specifically gives me permission.
- I will never send anyone my picture without permission from my teacher or parent/carer.
- I will never give my password to anyone, even my best friend.
- I will never arrange to meet anyone in person without first agreeing it with my teacher or parent/carer and I will get them to come along to the first meeting.
- I will never hang around in an internet chat room if someone says or writes something which makes me feel uncomfortable or worried. I will always report it to my teacher or parent/carer.
- I will never respond to unpleasant, suggestive or bullying emails, messages or bulletin boards. I will immediately report this to my teacher or parent/carer.
- I will not look for bad language or distasteful images while I am online. I will report bad language or distasteful images to my teacher or parent/carer if I come across them accidentally.
- I will always be myself and will not pretend to be anyone or anything I am not.
- I know that my teacher can see all the messages I sent through the VLE.
- I will not take or distribute images of anyone without their permission.
- I respect other people's work and will not access, copy, remove or change any other user's files without their knowledge and permission.

### EMAIL:

- I will be polite and responsible when I communicate with others
- I know that posting of anonymous messages and forwarding of chain messages is not allowed.
- I will not use strong, aggressive, racist or inappropriate language.
- I know that the contents of my email messages may be monitored by the school.
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### EQUIPMENT:

- I will log off when I have finished using the computer.
- I will not download or install software from the internet or attached to emails (including screen savers, games, video clips, audio clips, exe files) without permission.
- I will not deliberately bypass any systems designed to keep us safer.

- I will not eat or drink near computer equipment.
- I will look after all computer equipment and will report any loss or damage immediately, however this may have happened.

**This Agreement Form relates to the Acceptable Use Policy (AUP) above.**

**Parents/Carers - please read this document carefully and tick section 15 of the Pupil Information, Consents & Permissions form page 4, 15 to show that you have read and understood the AUP, discussed it with your child, and that you and your child agree to the rules specified.**

If any pupil does not comply with this Acceptable Use Policy (AUP), access to the school ICT systems will be suspended and the student will be subject to disciplinary action. Additional action may be taken in line with the existing positive behaviour policy. For serious violations, suspension or expulsion may be imposed. Where appropriate, the police may be involved or other legal action taken. For more information please see the school's e-Safety Policy.

This agreement will last for the duration of the pupil's attendance at the school unless this policy changes.

I have read and understood the above and agree to follow these guidelines when:

- I use the school ICT systems and equipment
- I use my own equipment out of school in a way that is related to me being a member of the school (e.g. communicating with other members of the school, accessing school e-mail, VLE, web site etc.)

**Only once the online Pupil Information, Consents & Permission form page 4, 15, has been ticked will access to the school ICT systems be permitted and you will be deemed to have agreed to this AUP.**