

THE JUBILEE ACADEMY STUDENT ICT ACCEPTABLE USE AGREEMENT

The Jubilee Academy Computer systems are owned by the school and may be used by all students to further and enrich their education. The school's computer access serves to protect all parties; the students, the staff and the school.

Students requesting access to the network or/and ICT systems need to sign a copy of this Acceptable Computer and return it to the school. Only then will computer and internet access be granted.

Acceptable Computer and Internet Use Policy Statement

Use of the computer systems and internet at The Jubilee Academy is a privilege, which may be revoked at any time should it be abused.

1. For my personal safety:

- 1.1 I accept personal responsibility for my use of all ICT systems used by the school, including but not limited to the following; computers, laptops, tablets, and virtual learning platforms/environments.
- 1.2 The school will monitor my use of the network, computer systems, internet, and other digital communications. Any evidence of illegal or undesirable activity, for example, cyberbullying, inappropriate language, racism etc, will be dealt and reported to all appropriate agencies.
- 1.3 The school ICT systems are primarily intended for educational use and I will ensure that no information of a private, personal or recreational nature is stored on the school network.
- 1.4 Any username or password provided by the school will not be disclosed to anybody else, nor will I use the details belonging to another person.
- 1.5 Any illegal, inappropriate or harmful material or incident must be reported immediately to the ICT Technician or teacher in charge of the lesson.
- 1.6 Any activity that threatens attacks or corrupts the network or computer systems is forbidden and will be reported to the appropriate agencies.
- 1.7 Use of the internet for financial gain, gambling, political purposes, online purchases or advertising is forbidden.
- 1.8 All computer equipment will be used with care and left in a good condition upon completion of work at a computer station. No adjustment and/or alternations should be made to computer equipment or the configuration of equipment. If any equipment is faulty or missing or malfunctioning in any way, I will bring it to the attention of the ICT Technician or the teacher in charge of the lesson immediately.
- 1.9 Use of the network and ICT systems to access inappropriate material such as pornographic, racist or offensive material is forbidden and will be reported to all appropriate agencies.

2. I will be responsible in my communications and actions when using school ICT systems:

- 2.1 Personal information such as home address or telephone number, should not be given out on the internet, under any circumstances.
- 2.2 I will not access, download, remove or otherwise alter any others in accordance with the school's policy. I will not use my personal equipment or the school's equipment (e.g. phone, camera, camcorder or tablet) to record images whilst at school except in the case where permission is granted as a necessary component of a lesson.
- 2.3 Access to social network sites, such as Facebook and Twitter is not permitted in school and will be blocked.
- 2.4 I will not try to circumvent the schools filtering system and understand that action will be taken should I knowingly access any site that provides information on such activities

3. I understand that I am responsible for my actions in and out of school:

- 3.1 I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school network and ICT systems and equipment out of school.
- 3.2 I understand that I cannot take any school electrical equipment offsite, without authorisation from the Head of School as they form part of the school's assets. Where permission is granted, it is my responsibility to ensure they are kept safe, secure and returned to the school.

Acceptance Statement

By signing this form, I confirm that I have read and agreed to abide by these rules and regulations for acceptable use of The Jubilee Academy network and ICT systems. I understand that failure to adhere to these rules may lead to my access being revoked and sanctions being applied and, in cases of illegal activity involvement of all appropriate agencies.

Student Full Name.....

Signed by Student.....Date.....

Signed by parent/carer..... Date.....



CYBER SAFETY Statement

- I will NEVER arrange to meet people I have met online without permission from my parents, and even then, I will NEVER go by myself
- I realise that people I have met on the internet are strangers and they may not be what they seem

- I will NEVER give out my address or phone number to people I have met on the internet
- I will NEVER put personal information about myself, my family or my friends on the internet, especially information about where I am going to be



- I will NEVER send people pictures of myself without permission from my parents
- I will NEVER respond to any messages I think are obscene or threatening, and I WILL tell an adult about anything that makes me feel uncomfortable or afraid

- I realise that not everything on the internet is true, and that there are people out there who are not what they seem
- I will NEVER fill out forms on the internet, giving my personal information, without asking a parent

- I will NEVER share my passwords with other people to prevent them using my identity
- I WILL be very careful about what I download and what emails I open because I realise that they may contain harmful spyware and viruses

Signed