Device and technology acceptable use agreement for pupils

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Information for parents / carers:

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The Internet and other digital information and communication technologies are powerful tools, which open up new opportunities for everyone.

These technologies can stimulate discussion, promote creativity and stimulate effective learning. at The Charter School North Dulwich we believe the children have an entitlement to safe Internet access at all times.

This agreement is intended to ensure that:

- children will be responsible users and stay safe whilst using the Internet and other communications technologies for educational, personal and recreational use; and,
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the system or users at risk.

The Charter School North Dulwich will try to ensure that the pupils will have good access to ICT to enhance their learning and in return expects our pupils to agree to be responsible users.

Information for pupils:

At The Charter School North Dulwich, we know that using technology is an important part of your learning experience. We want everyone to be able to use technology, like the internet, tablets, computers and laptops, but it is important that you are safe when you are using technology.

This agreement will set out the rules around using technology and devices, such as laptops and phones, when you are at school. Please read this document carefully and go through it with your parent(s). Once you are sure that you understand the rules set out in the agreement, please sign your name, or get your parent to sign their name, at the bottom.

If you have any questions about anything in this agreement, speak to your tutor/class teacher.

Definitions

Before you read the agreement, here are some key terms you should understand:

- **Technology** – this includes any ICT systems at the school, including the internet.
- **School-owned devices** – any devices that are owned by the school that have been given to you to help with your schoolwork, including computers, laptops and tablets.
- **Personal devices** – any device that belongs to you that you bring into school, including mobile phones, smart watches, tablets and laptops.

Staying safe online:

I understand that I must use school computers, iPads and other technologies in a responsible way – so that others and I keep safe. For my personal safety:

I will

- be aware of "stranger danger" when I am on-line.
- Tell an adult I know and trust if I see something that makes me feel sad or upset.
- Understand that the school will check what technologies I use and how I use them when I am in school.

I will:

- Will not share my usernames or passwords or use anyone else's.
- Not give any of my own personal information, or personal information about my family and friends when I am on-line.
- Not agree to meet someone I have been talking to on-line and will tell a trusted adult if anyone asks me to meet them.

Security and protecting information

I will:

- Make sure I understand what I can do to keep my information safe when using technology and devices – I will speak to my tutor/class teacher if I have any questions.

I will not:

- Try to get around any security measures the school has put in place on the internet or school-owned devices.
- Share any of my passwords with other people.

Using technology in school

I will:

- Only use technology and devices that I have been given permission to use.
- Only access websites, apps and other online platforms that I have been given permission to use.
- Only use the school's ICT facilities, technology and devices to complete schoolwork in school unless I have received permission to use my own device.
- Only go on the internet for something other than schoolwork during break and lunch times where permission has been given.
- Make sure I keep any USB sticks and other removable media safe if they have schoolwork on them.

I will not:

- Install any software onto school ICT systems unless I have been told to do so by a member of school staff.
- Search for, view, download, upload or send anything inappropriate when using the internet.
- Take photos of anyone without their permission.
- Copy, delete or change other people's work, unless I have been told to.

Emails

I will:

- Only use the email account that has been set up for me by the school when sending emails related to my schoolwork.

I will not:

- Open any emails from people I do not know.
- Use my personal email address for schoolwork, unless I have been told I can do so by a member of school staff.

School-owned devices

I will:

- Only use school-owned devices to carry out my schoolwork unless given permission by school staff to use a school owned device for any other purpose.
- Only use websites and apps that a member of staff has said I can use.
- Understand that the school uses software to monitor how I use school-owned devices.
- Take good care of school-owned devices when I am using them.
- Tell a member of staff immediately if a school-owned device is damaged or lost when I am using it.
- Tell a member of staff immediately if I think something has happened in relation to the security of the device, e.g. if I download an attachment or open a link in an email from someone I do not know.

I will not:

- Use school-owned devices to send inappropriate messages, images, videos or other content.
- Use school-owned devices to view, store, download or share any inappropriate, harmful or illegal content.
- Use school-owned devices to go on personal social media accounts.

Personal devices

I will:

- Follow the school's policy on mobile and personal devices, as set out in the TCSND Positive Behaviour Policy.
- Ensure my personal devices are switched off or on silent/do not disturb mode during lessons and kept somewhere safe and out of sight.
- If I am in Years 7 to 11, I will keep any mobile phone brought into school in a Faraday phone pouch purchased through the school.
- Understand that if my personal devices are lost, damaged or stolen, it is not up to the school to pay for any costs.

I will not:

- Use my personal devices to send inappropriate messages, images, videos or other content.
- Use my personal devices to view, store, download or share any inappropriate, harmful or illegal content.

Social media

I will:

- Think about what I post about the school on social media and make sure I do not post anything that could be harmful to any member of the school community, including staff and pupils.
- Report any concerns that I may have about unwanted contact on social media to school staff

I will not:

- Try to speak to any member of staff on social media.
- Accept or send 'friend' or 'follow' requests from members of staff on social media.
- Send any abusive, threatening or otherwise inappropriate messages on social media.
- Bully or troll anyone through social media.
- Create fake accounts on social media using another person's personal data such as their name and images.

Reporting misuse

I will:

- Understand that my use of ICT equipment and the internet will be monitored by the school and recognise the consequences if I do not follow this agreement.
- Understand that the headteacher may decide to take disciplinary action against me, in accordance with the school Behaviour Policy, if I do not follow this agreement.
- Report any instances of misuse that I become aware of.

Pupil Agreement

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you would like further explanation of these rules, please contact the school. Until this form is signed and returned, access to ICT systems will not be granted.

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

• I use the school IT systems and equipment (e.g. computers, iPads) – both in and out of school when I have been loaned school equipment

• I will only use my own equipment in schools when allowed and permission has been given by a member of school staff.

Pupil Name	
Signature	
Date	

Parent agreement

As the parent/carer of the above pupil, I give permission for my child to have access to the internet and to ICT systems at school. I acknowledge that my child has signed this Acceptable Use Agreement and has received, or will receive, E-safety education to help them understand the importance of safe use of ICT – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems, and understand that my child's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's E-safety.

Parent/Carer Name	
Signature	
Date	