

Sixth Form Acceptable Use Agreement

New technologies have become integral to the lives of children and young people in today's society, both within School and in their lives outside School. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use agreement is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That School IT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The School will try to ensure that students will have good access to IT to enhance their learning and will, in return, expect the students to agree to be responsible users.

Acceptable Use Agreement

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

For my own personal safety:

- I understand that the School will monitor my use of the IT systems, email and other digital communications.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the School IT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the School IT systems for on-line gaming, on-line gambling, internet shopping, file sharing, social networking or video broadcasting (e.g. YouTube, Catch up TV, etc)
- I will not cause damage to any of the School IT systems and will leave the computer I have been working on in the way I would expect to find it.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the School has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the School:

- I understand that, if I do use my own personal laptop or hand held / external devices (mobile phones, USB devices etc) devices in School, I will follow the rules set out in this agreement, in the same way as if I was using School equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programs or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programs.
- I will not install or attempt to install programs of any type on a machine, or store programs on a computer, nor will I try to alter computer settings.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

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

- I understand that the School also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of School and where they involve my membership of the School community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Agreement and the School e-Safety Policy, I will be subject to sanctions. This may include loss of access to the School network and internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.
- I understand that sanctions take the form of 3 strikes and you're out: 1) Verbal warning. 2) Temporary loss of access to IT systems. 3) Permanent loss of access to IT systems.

Use of Wi-Fi access:

- To access the service I must enter my own network login details.
- Only one of my devices will be able to access the service at any given time.
- I understand that my access is monitored in accordance to the TCS E-safety policy.
- I understand that allowing any other person or a device that belongs to another person to access the service using my login details will result in the loss of access to the Wi-Fi service.
- I understand that Wi-Fi is still subject to the same filter restrictions as a TCS computer and should be treated as if you were using such.

Sixth Form equipment loan Policy:

By signing this agreement you accept responsibility for any damages, mistreatment, or illegal material found on the equipment. Any damages or violations found to be already present, MUST be reported before the end of School on the day the loan commences.

Any of the following found will result in sanctions that Systems Support and the Director of Sixth Form find appropriate:

- Physical damage such as scratches, chips, keys missing, cracked/damaged screen, parts missing (Charger/Battery/etc.) and removed stickers.
- Viruses such as Scamware, Malware, Trojans, PuPs (Potentially Unwanted Programs), Keyloggers, Cryptolockers, worms, etc.
- Items such as music, torrents, videos, games etc.
- Proof/evidence/history of access to pornography or explicit images/video/material of any form.
- Using the laptop for any illegal activities such as hacking, cyber bullying, fraud etc.
- Alterations to system software, such as lifting restrictions, changing or altering passwords, altering/removing/reinstalling the operating system.
- Any unauthorised loan/use/access by third parties other than the person this Acceptable use agreement is signed by, including; parents, guardians, family, friends and third party companies.
- No third parties are permitted to complete any repair work on TCS equipment, this MUST be carried out by Systems Support, or someone acting on their behalf.

Any misconduct or misuse of the schools computer systems may also result in Systems Support seizing the laptop and any other loaned equipment for a time period that we deem satisfactory.

Sixth Form Acceptable use Agreement declaration

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 do not sign and return this agreement, access will not be granted to the IT systems, including non passworded access to the internet.

Sixth Form Student Acceptable Use Agreement Form

This form relates to the Sixth Form Student IT Acceptable Use Policy (AUP) and the TCS e-Safety Policy. By

completing the sections below, you are indicating that you have read, understood and agree to the the Acceptable Use Agreement and the Teignmouth Community School e-Safety Policy.

If you do not sign and return this agreement, access will not be granted to School IT systems.

I have read and understand the Sixth form Acceptable use Agreement and agree to follow these guidelines when:

- I use the School IT systems and equipment (both in and out of School)
- I use my own equipment in School e.g. laptop, memory stick, cameras etc
- I use my own equipment out of School in a way that is related to me being a member of this School e.g. communicating with other members of the School, accessing School email, VLE, website etc.

Name of Student:

Username:

Tutor Group:

Signed:

Date:

Approved by Director of Sixth Form:

Signed:

Date:

Systems Support Actioned:

Signed:

Date:

Please hand this form into the Systems Support Office when completed.