

Appendix 2 Acceptable use agreement - Learners

Acceptable Use Agreement / e-Safety Rules

- I will only use ICT systems in Academy, including the internet, email, digital video, mobile technologies, etc. for Academy purposes.
- I will not download or install software on Academy technologies.
- I will only log on to the Academy network/ Learning Platform with my own user name and password.
- I will follow the Academy's ICT security system, will not reveal my passwords to anyone and will change them regularly.
- I will only use my Academy email address while at the Academy or while using the Academy's equipment.
- I will make sure that all ICT communications with students, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of an Academy project approved by my teacher.
- Images of students and/ or staff will only be taken, stored and used for Academy purposes in line with Academy policy and not be distributed outside the Academy network without the permission of the Principal.
- I will ensure that my online activity, both in Academy and outside Academy, will not cause my Academy, the staff, students or others distress or bring it into disrepute.
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, Academy sanctions will be applied and my parent/ carer or the Police may be contacted.

Student Signature

I agree to follow this Code of Conduct and to support the safe use of ICT throughout the Academy.

Signature Date

Full Name(printed)

Year