

# Using School Technology

## Acceptable Use Agreement

Please read and sign the following, before using the school's equipment:

### 1. Using school computers, internet and other technology

When I am using the school's technology, I will:

1. Only use it for my schoolwork
2. Always follow the instructions of my teachers and other members of staff
3. Make sure I follow the behaviour rules of the school
4. Not cause or help to cause harm or distress to other people
5. Not damage equipment
6. Not change, delete or move anyone else's files or folders, or change their account details
7. Not do anything to threaten the safety, security or operation of the technology
8. Never download or upload anything onto the school's network or computers without permission from my teachers or a member of the IT staff
9. Keep details about myself and other people private and not share them, unless I am told to do so by my teacher or another member of staff (for example, photos, names, nicknames, addresses, etc)
10. Never make recordings, take photos or screen captures of anyone on my screen, unless given permission by a teacher

### 2. Sending messages

When I am sending emails or any other messages using the school's technology, I will:

1. Only use the systems I have been given by the school
2. Always send them from my own school account and never use someone else's account
3. Make sure the message is polite, kind and does not contain bad language or anything upsetting or harmful to other people.
4. Only send them as part of my own work or when working with other people

### 3. Homework

When I am working on school systems from home, or from anywhere outside school, I will:

1. Work with other people in the same way as when I am at school, following this agreement
2. Only use school systems for saving and sending my schoolwork
3. Never use my personal email address or any personal account for sending work to my teacher
4. Make sure nobody else can get into my account
5. Always lock my computer, tablet or phone when I am not using it
6. Not let anyone load software, insert disks or USB drives, or browse the internet on school equipment loaned to me.

#### 4. Damage or disruption to school technology

If I damage any equipment or if the technology stops working when I'm using it, I will tell my teacher or the IT staff, straight away.

I understand that if I deliberately damage or change any of the school's technology, the school will charge my parents to have it fixed or replaced.

#### 5. Using your own device

I understand that I am not allowed to bring in my own technology or connect anything to the school equipment or wireless network, unless I have permission from my school and a member of the IT staff has checked it is safe to use.

#### 6. Video, Images and Social Media

I understand that whatever I post on the internet or on social media must not be distressing or harmful to any pupils or staff from my school, or any school in BMAT.

I will not take images or video of anyone, including teachers or pupils, without their permission and will not share them if it could cause distress or harm to anyone.

I know that whatever I post online will probably be seen by people when I am much older, so I will think carefully about what I say to people and what I share.

I will always be careful to stay safe and not to share my personal details with people I do not know offline.

#### 7. Monitoring

I understand that the school monitors what I am doing on the school network and on the internet. This is for my safety and the safety of other people, as well as to make sure the technology is working properly.

#### 8. Agreement

I will always follow the statements above. I know that if I do not, I will be sanctioned and could lose my right to use the technology.

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**Pupil Name:**

**Form/Class:**

**Signature:**

**Date:**