



CHARTERS
— SCHOOL —

TECHNOLOGY – ACCEPTABLE USE AGREEMENT

Students

Charters understands the benefits technology can have on enhancing the curriculum and Student's learning; however, we must ensure that Students respect school property and use technology appropriately. To achieve this, we have created this acceptable use agreement which outlines our expectations of Students when using technology, whether this is on personal or school devices and on or off the school premises.

Before a Student can access the school network, they must first read and sign the Acceptable Use Agreement and Charters School BYOD Personal Agreement Form.

1. Using technology in school

- I will only use a device that a staff member has given me permission to use.
- I will ensure that I get permission from my teacher before accessing learning materials, e.g. source documents, from unapproved sources.
- I will only use the approved email account that has been provided to me by the School.
 - i. I will delete any chain letters, spam, and other emails from unknown senders without opening them.
- I will not store or use any personal data relating to a student or staff member for non-school related activities. If I have any queries about storing or using personal data, I will speak to my teacher.
- During school hours, I will use the school network for school work only.
- I will not share my passwords, e.g. to my school email address, with anyone.
- I will not install any software onto school ICT systems unless instructed to do so by my teacher.
- For data security reasons I will save files on my student OneDrive account where possible and avoid the use of USB storage devices.
- I will adhere to the e-safety guidelines I have been taught.
- I will only use the school's ICT facilities to:
 - Complete homework and coursework, and to prepare for lessons and exams.

- Undertake revision and research.
- Gather or process information for extra-curricular activities, e.g. creating the school newsletter.
- I will not use the school's ICT facilities to access, download, upload, send, receive, view or display any of the following:
 - Illegal, sexually explicit material or material relating to gambling
 - Any content that could constitute a threat, bullying or harassment, or anything negative about other persons or the school
 - Content relating to a person's sexual orientation, gender assignment, religion, race, disability or age
 - Content which may adversely affect the reputation of any organisation (including the school) or person, whether or not they are known to be true or false
 - Any personal data or information

2. School-owned mobile devices

- I have read and signed Charters School's BYOD acceptable use policy
- I will use school-owned mobile devices, e.g. laptops and tablets, for educational purposes only.
- I will seek permission from my teacher before a school-owned mobile device is used to take images or recordings.
- I will **not** record, capture images, video or audio of other Students or staff without their consent.
- I will not send messages, images or recordings during the school day using my device, except where permission is given by a member of staff for educational purposes (e.g. sending homework using Outlook/Office 365).
- I will not share images, video or audio (e.g. text, email) or post on a social media platform without the consent of those involved.
- I will not take or store images or videos of staff members on any mobile device, regardless of whether or not it is school-owned.

3. Social media

- I will not use any school-owned mobile devices to access personal social networking platforms.
- I will not communicate or attempt to communicate, accept or send 'friend requests' from/to any staff members over personal social networking platforms.
- I will ensure that I apply the necessary privacy settings to any social networking sites.
- I will not publish any comments or posts about the school on any social networking platforms which may affect the school's reputation.
- I will not post or upload any defamatory, objectionable, copyright infringing or private material, including images and videos of Students, staff or parents, on any online website.

- I will not post any material online that is offensive, is private or sensitive, infringes copyright laws, damages the school's reputation, is an image or video of any staff, parent or non-consenting student.

4. Reporting misuse

- I will ensure that I report any misuse or breaches of this agreement by students or staff members to the ICT Team.
- I understand that any misuse of the internet could be in breach of Civil and Criminal laws and that I may be held responsible.
- I am aware that the network manager and internet provider may check the sites I have visited whilst on the school network.
- I am aware that my use of the school network will be monitored by a member of the school's Senior Leadership Team from an e-safety perspective and recognise the consequences if I breach the terms of this agreement, e.g. having personal devices confiscated or my use of the school network blocked.

I understand that the headteacher may decide to take disciplinary action against me in accordance with the school's Behaviour Policy if I breach this agreement. Access to the school network may be blocked and you may be subject to disciplinary action. Additional action may be taken by the school in line with existing policy regarding school behaviour. Where appropriate, police may be involved, or other legal action taken.

Signed:

Date:

Print Name: