



Please read this agreement carefully and then complete and sign.

Student use of the school's digital technology resources

(computers, laptops, netbooks, cameras etc)

Individual users of the school ICT equipment are responsible for ensuring they treat the resource with respect and do not try to load or change any of the programmes or settings on a particular machine. It is presumed that students will comply with school standards and honour the agreements they have signed. Network user areas and pen drives will be open for access by the students. Staff may review files and communications to ensure students are using the system responsibly. Users should not expect that files stored on servers or disks will always be private.

Use of the school network and the internet

Each student will be given their own logon name and will have to select their own password to access the network. It is the student's responsibility to remember their logon name and password and these must not be communicated to other students. Passwords to the school network should be changed each term.

The Internet is only to be used for educational and related purposes. Use of "Chat" lines and other "forum" type sites is not allowed nor is it permissible to access obscene or other unsuitable sites.

Each student will have their own account to access the VLE which is integrated with Google Mail and Docs. Therefore, each student will have a school email address. It is the responsibility of the student to utilise this resource in the correct manner.

The following are not permitted:

- Sending, displaying or receiving offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking other users
- Damaging computers, computer systems or networks (physically or electronically)
- Violating copyright or Data Protection Laws
- Using or seeking other users' passwords
- Trespassing in other users' folders, work or files
- Intentionally wasting resources
- Employing the network for commercial purposes

You must check with your teacher before carrying out any of the following:

- Downloading files, other than pictures
- Completing questionnaires or subscription forms

You must immediately inform a member of staff if you inadvertently access an obscene or unsuitable site and record the URL so that site can be blocked for the future. Any misuse of IT equipment or Internet access will be dealt with appropriately.

I have read and discussed the above with my parent(s) / carer(s) and agree to comply with the school's conditions of use. I understand that should I break any of the conditions my access to the school network and the Internet may be withdrawn temporarily or permanently and that this may be in addition to any other punishment the school may deem appropriate.

Student Name: _____ [PLEASE PRINT]

Student Signature: _____ **Date:** _____