**Frederick Gough School**

**Acceptable use of IT Policy for Students**

Dear Parent/Carer,

Frederick Gough School’s computer network is well established and plays a major part in the education of pupils.

Digital technologies have become integral to the lives of children and young people, both within and outside school. These technologies are powerful tools, which open up new opportunities for everyone, stimulating discussion, promoting creativity and promoting effective learning.

The policy below is intended to ensure pupils:

* are responsible users and stay safe while using the internet and other digital technologies for educational purposes.
* are protected from accidental or deliberate misuse that could put the user or security of the systems in danger.
* have good access to digital technologies to enhance learning and will, in return, expect students to agree to be responsible users.

If you wish your child to gain access to the Internet, please carefully read, sign and return the following agreement to your form tutor at school. The school will then keep the signed agreement on record for the five years your son/daughter is at Frederick Gough School.

**PUPIL AGREEMENT**

**For my own personal safety:**

* I understand that the school will monitor my use of the systems, devices and digital communications.
* I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person’s username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
* 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 must not search for, or download any explicit, adult or inappropriate material
* I understand that I cannot store personal data on the school’s network, such as music or photos files
* I must not create, download, or store any files that may compromising the schools network, such as .bat or .exe

**Working with others:**

* 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 digitally 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 permissions.
* I will not distribute explicit photographs of others
* I know that I will be given a school username (eg 2016smithj), email address (eg [2016smithj@frederickgoughschool.co.uk](mailto:2016smithj@frederickgoughschool.co.uk)) and password. I will change my password and not disclose it to another student or attempt to login to the network as someone else.

**Schools security**

* I will only use my own personal devices (mobile phones / USB devices) in school if I have permission, and where we are allowed to use them.
* 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 programmes 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 happen
* I will not open any hyperlinks in emails or any attachments to email, unless I know and trust the person who send the email
* I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings

**My responsibilities**

* I understand that if I choose not to follow the terms of this agreement, I may be denied access to the internet and/or computers for a time to be determined by the school. I am aware that each case will be considered on its merits.

Thank you for your continued support.

Mr M Dalton, Deputy Head

**Frederick Gough School**

**Acceptable use of IT Policy for Students**

**STUDENT AGREEMENT**

Name of Student …………….………………………………………………………….... Form …………………

Student signature ……………………………………..……………………………. ……. Date……………………

**PARENTAL AGREEMENT**

As the parent/guardian, I hereby acknowledge that I have read the Acceptable Use of IT Policy for pupils at Frederick Gough School and discussed it with my child.

* I understand that access is designed for educational purposes.
* I recognise that, while efforts will be made to monitor student use of computers and Internet, it is impossible for Frederick Gough School to continually monitor and restrict access to all controversial materials.
* I further acknowledge that, while questionable material exists on the Internet, the user must actively seek it and therefore is ultimately responsible for bringing such material into the school.
* I therefore do not hold the staff or Headteacher of Frederick Gough School responsible for any such materials acquired from the Internet.

Parent or Guardian signature ……………………………………..………………… Date……………………

**Please detach this form and return the signed copy to your child’s form tutor.**