Acceptable Use Agreement: Students

- I will only use ICT systems in the academy, including the internet, e-mail, digital video, mobile technologies, etc. for academy purposes.
- I will not download or install software on academy equipment without approval by the IT Services team.
- I will only log on to the academy network or other areas or platforms with my own user name and password.
- I will follow the academy's ICT security system, password recommendations and not reveal my passwords to anyone and change them as required.
- 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 a school 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 school network without the permission of the eSafety Coordinator. **I will not take recordings, images or videos of other members of the school community (including other students and teachers) without their knowledge or consent.**
- I will ensure that my online activity, both in school and outside school, will not cause my academy, the staff, students or others distress or bring into disrepute. This includes the use of social media sites (including Facebook), blogs and microblogging sites (such as Twitter) and media sharing sites and apps (such as Snapchat).
- I will support the academy approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the academy community both inside and outside of the academy.
- 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 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 may be contacted.
- If I do not have access to an internet connection or other required technology to complete a piece of work I will do the work on the computers at the academy or print the work at the academy and complete on paper.
- I will comply with the Data Protection Policy and ensure that I adhere to any policies and procedures issued by BFET for the use of personal data.

Dear Parent/ Carer

ICT including the internet, learning platforms, e-mail and mobile technologies have become an important part of learning in our school. We expect all students to be safe and responsible when using any ICT. It is essential that students are aware of eSafety and know how to stay safe when using any ICT. Students are expected to read and discuss this agreement with their parent or carer and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with their form teacher.

Student and Parent/carer signature

We have discussed this document and my daughter agrees to follow the eSafety rules and to support the safe and responsible use of ICT at AGGS. I am aware that my daughter may be required to access approved online resources or social media as part of her homework but that offline alternatives will be made available where necessary.

Please tick the eSafety box on the online form to confirm