

Pupil and Parent Acceptable Use Agreement (Appendix 1)

We request that parents discuss this acceptable use agreement thoroughly with their child(ren) as far as they are able to understand it, as the guidelines in it are ones that they will also need to abide by when moving to further education and into a job.

Academy Policy

Digital technologies have become very important to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure:

- that young people will be responsible users and stay safe whilst using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put their personal security, or the security of the school and others within it, in danger.
- that parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people- helping them understand safe on-line behaviour.
- That CPJA will try to ensure that students will have good access to relevant computing technology to enhance their learning and will, in return, expect pupils to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

1. For my own personal safety:

- I understand that CPJA will monitor how I use computers/iPad/chrome books, emails and other digital communications when I am on the school site.
- 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 will be aware of "stranger danger", when I am communicating on-line.
- I will not share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details, family details etc)
- 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 understand that CPJA systems and devices are for educational use and that I will not use them for personal use unless I have permission to do so.
- I will not use CPJA systems or devices for on-line gaming, internet shopping, file sharing, or video broadcasting (eg YouTube).

2. I understand that everyone has equal rights to use technology as a resource:

- I understand that CPJA computer systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

3. I will act as I expect others to act toward me:

- 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 communicate with others, I will not use strong, aggressive or inappropriate language and I respect the fact that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

4. I recognise that the school has a responsibility to maintain the security of the technology it offers me and to ensure the smooth running of the school:

- I will only use my personal devices (mobile phones / USB devices etc) in school if I have permission. I understand that if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are 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 faults or damage to equipment or software, however this may have happened.
 - I will not open any attachments to emails, without permission from a teacher, due to the risk of an attachment containing viruses or other harmful programmes.
 - I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.

5. When using the internet for research or recreation, I recognise that:

- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I will take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

6. I understand that I am responsible for my actions, both in and out of school:

- I understand that CPJA also has the right to take action against me if I am involved in incidents of inappropriate behaviour that are covered in this agreement, when I am out of school. Particularly where it involves others from the school community (examples would be cyber-bullying, use of images or personal information).
- If I do not follow the rules for using the computers, there may be a consequence which could involve not being able to use them in the future.

Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.



SWGfL
Education that Clicks

Pupil Acceptable Use Agreement Form

This form relates to the *pupil* Acceptable Use Agreement, to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems.

I have read and understand the above and agree to follow these guidelines when:

- I use CPJA systems and devices (both in and out of school)
- I use my own devices in academy grounds (when allowed) e.g. mobile phones, gaming devices USB devices, cameras, iPads, chrome books etc.
- I use my own equipment out of the academy in a way that is related to me being a member of CPJA e.g. communicating with other members of the school, accessing school email, accessing Google classroom, website or platforms such as Bloomz or Seesaw.

Name of Student / Pupil:

Group / Class:

Signed:

Date:

Parent / Carer Countersignature

Name of Parent/Carer: