



## ICT Acceptable Use Agreement – Students

At Benton Park School we want to ensure that all members of our community are safe and responsible users of technology. We recognise the educational and social value of technology used in a responsible and positive way. We also recognise our responsibility to support young people to manage risks when using technology.

We will support students to:

- Become empowered and responsible digital creators and users
- Use our school resources and technology safely, carefully and responsibly
- Be kind online and help us to create a school community that is respectful and caring, on and offline
- Be safe and be sensible online and always know that they can talk to a trusted adult if they need help

Student ICT Acceptable Use agreement:

- I know that school computers and Internet access have been provided to help me with my learning and that other use of technology may not be allowed. If I'm not sure if something is allowed then I will ask a member of staff.
- I know that my use of school computers/devices and Internet access will be monitored at all times. This includes being able to see all activities, including websites accessed, Internet searches and communications such as Teams and Emails.
- I will set a strong password which cannot be easily guessed.
- I will not share my password with anyone else or allow them to use the computer whilst I am logged on. I understand my password must be kept safe and private as my privacy, school work and safety must be protected.
- I will write emails and online messages carefully and politely; as I know they could be forwarded or seen by someone I did not intend.
- I know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place, with a trusted adult present.
- I know that bullying in any form (on and off line) is not tolerated and I know that technology should not be used for harassment.
- I will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.
- I understand that it may be a criminal offence or breach of the school policy to download or share inappropriate pictures, videos or other material online. I also understand that it is against the law to take, save or send indecent images of anyone under the age of 18.
- I will protect my personal information online at all times.
- I will not access or change other people files, accounts or information.
- I will only upload appropriate pictures or videos of others online and when I have permission.
- I will only use my personal device/mobile phone in school if I have permission from a teacher.
- I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources.
- I will always check that any information I use online is reliable and accurate.

- I will make sure that my internet use is safe and legal and I am aware that online actions have offline consequences.
- I will not alter the settings on any computers, I will ask staff to make any changes if required.
- I will not use any portable devices in the school computers.
- I will not attempt to download any software or programs onto the school system.
- I will take care when using school equipment to ensure it does not get damaged, this includes not having food or drink near any of the school computer equipment. I understand that if equipment is damaged whilst I am using it or logged in, my parents/carers may be charged for the damage.
- I know that use of the schools ICT system for personal financial gain, gambling, political purposes or advertising is not allowed.
- I understand that the school's Internet filter is there to protect me, and I will not try to bypass it.
- I know that if the school suspect that I am behaving inappropriately with technology, then further monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices.
- I know that if I do not follow this Acceptable use Agreement then there will be appropriate consequences for me in-line with the school's Attitude to Learning Policy.
- If I am aware of anyone trying to misuse technology then I will report it to a member of staff.
- I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared or uncomfortable.
- I will visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) [www.childnet.com](http://www.childnet.com) and [www.childline.org.uk](http://www.childline.org.uk) to find out more about keeping safe online.
- I have read and talked about these rules with my parents/carers.
- I will always use school computers and Internet access in a way which upholds the fundamental British values of democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs.
- I understand that if I use my own phone, tablet, laptop or other technological device on the school site I must ensure that use it in accordance with this acceptable use agreement.
- I understand that if I use technology outside of school in a way which may harm myself or others the school will manage this under their policies and procedures.
- I will report anything that is inappropriate or that makes me feel uncomfortable to [reachout@bentonpark.net](mailto:reachout@bentonpark.net)

**Signature of Student** \_\_\_\_\_ **Date** \_\_\_\_\_

Parent ICT Acceptable Use agreement:

- I have read and discussed the Acceptable Use Agreement with my child
- I know that my child will receive online safety (e-Safety) education to help them understand the importance of safe use of technology and the internet, both in and out of school.
- I am aware that any internet and computer use using school equipment will be monitored for safety and security reasons and to safeguard both my child and the schools systems. This monitoring will take place in accordance with Data Protection and Human Rights legislation.
- I understand that the school will take all reasonable precautions to ensure that students cannot access inappropriate materials but I appreciate that this is a difficult task.
- I understand that if the school has any concerns about my child's safety online, either at school or at home, then I will be contacted.
- I will inform the school or other relevant organisations if I have concerns over my child's or other members of the school communities' safety online
- I understand that if my child does not abide by the school Acceptable Use Policy then sanctions will be applied in line with the schools Attitude to Learning and Anti-Bullying Policy. If the school believes that my child has committed a criminal offence then the Police will be contacted
- I, together with my child, will support the school's approach to online safety (e-Safety) and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community
- I know that I can speak to my child's form tutor, Key-stage pastoral support team or Key Stage Leader if I have any concerns about online safety (e-Safety)

- I know I can access [www.thinkuknow.co.uk/parents](http://www.thinkuknow.co.uk/parents), [www.nspcc.org.uk/onlinesafety](http://www.nspcc.org.uk/onlinesafety), [www.internetmatters.org](http://www.internetmatters.org) [www.saferinternet.org.uk](http://www.saferinternet.org.uk) and [www.childnet.com](http://www.childnet.com) for more information about keeping my child(ren) safe online
- I will support the schools e-Safety approaches and will encourage my child to adopt safe use of the internet and digital technologies at home.
- I will report anything that is inappropriate or that makes me or my child feel uncomfortable to [reachout@bentonpark.net](mailto:reachout@bentonpark.net)

**Signature of Parent/Carer** \_\_\_\_\_ **Date** \_\_\_\_\_