



WGS ICT Acceptable Use Agreement: Students

- I will use ICT systems in school, including the internet, email, digital video, and mobile technologies only for school purposes.
- I will not download or install software on school technologies.
- I will only log on to the school network, other systems and resources with my own user name and password.
- I will follow the schools ICT security system and not reveal my passwords to anyone and change them regularly.
- I will only use my school email address.
- 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 with the permission of those involved and stored and used for school purposes in line with school policy. Images will not be distributed outside the school network without the permission of the Senior Information Risk Officer.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring into disrepute.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community
- 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 related 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, school sanctions will be applied and my parent/ carer may be contacted.

✂ _____ (please return)

Dear Parent/ Carer

ICT including the internet, email, mobile technologies and online resources 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 E-Safety and know how to stay safe when using any ICT. A copy of the *WGS E-Safety and Data Security* can be found on the school web site

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 class teacher or E-Safety coordinator.

We have discussed this document and (student name) agrees to follow the E-Safety rules and to support the safe and responsible use of ICT at the School.

Parent/ Carer Signature

Student Signature.....

Form Date