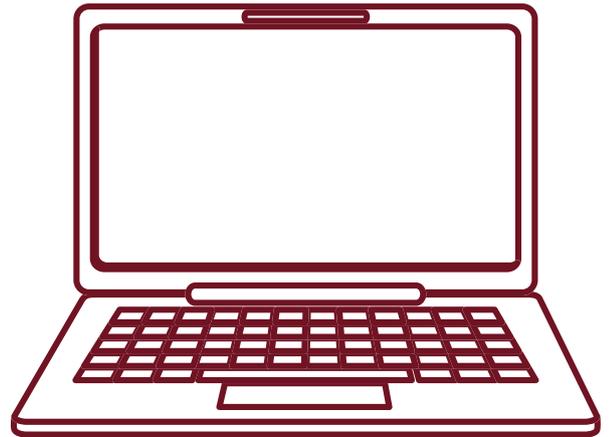# Acceptable Use of ICT Agreement

By clicking 'Give Consent' for the 'Acceptable Use of ICT Agreement' consent on the Parent Portal/Arbor App you are agreeing to the following;

We believe that access to high quality ICT facilities:

- Improves equity of access to the curriculum for all students.
- Promotes independent learning, providing access to a wealth of information and resources.
- Encourages organisation by helping student to manage their own workload and stay on task.
- Offers new possibilities for teaching and learning.
- Helps to prepare students for the technological demands of the modern workplace.

To ensure that all learners receive the maximum benefit from these facilities we have clearly outlined below the role of parents, students and the school in ensuring students access ICT responsibly.

Moorside High School

- Make the PET Acceptable Use of IT Policy, which students will be expected to follow when using their device, accessible to all parents, carers and students via the school website.
- Provide a laptop for all students signed up for school device scheme, with ownership passing to home at the end of the 3-year period.
- Provide technical and practical support and advice in school to students to facilitate them to use their devices successfully.
- Provide technical support to parents and carers from within school to enable the device to be used successfully at home
- Facilitate the repair and replacement scheme offered through Freedom Technology for the device for the three-year period
- Provide the necessary range of software for educational use on the device
- Continue to develop our digital learning resources to enable students to take full advantage of the opportunities the devices offer
- Provide protection as far as possible from computer viruses
- Provide internet access for student devices whilst on site
- Log all activity on the school network, in particular the students' use of the Internet. School will log the user identity of the student, the date and time of access, the computer used by the student and the Internet address of every page and image that was accessed for safeguarding purposes.
- Routinely scan e-mails for offensive language and further scrutinise any message which "fail" this preliminary scan for the purposes of safeguarding.
- Provide access to the school network to students' devices in line with the school's network Acceptable Use Policy, including filtered Internet access

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Parents

- Support the student/s to read and understand the PET Acceptable Use of IT Policy which they will be expected to follow using their device.
- Work with the student/s to care for their device and keep it safe and strongly reinforce the need for them to keep the device in the protective case when not in use.
- Report any loss or damage to the device provided to the school/Freedom Technology promptly
- Report any faults in hardware or software to the school/Freedom Technology promptly
- Will continue to make the agreed monthly contribution for the duration of the scheme. In the event of the student leaving the school before the end of the scheme, to return the device and accessories or to pay the balance of the contributions outstanding to keep the device.
- Work with the school in enforcing and supporting any sanction which must be imposed following misuse of the device by the student/s
- Ensure that the device is not used at home for any purpose which is illegal or anti-social or which would put other students or the school network at risk.
- Ensure that the device is not left unattended in a vehicle unless it is out of sight in a locked boot to reduce the risk of theft.
- Ensure that the device has not been lent by the student to a "third party". This means that it should not be taken away from your home by anyone other than the student.
- Set and convey to the student/s the standards that should be followed when using their school devices and the internet and emails in particular.
- Be aware of up-to-date internet safety advice for parents/carers and use this to guide students towards using their devices and internet access appropriately. Information can be found at Parents and Carers - UK Safer Internet Centre

Pupils

- Read with my parents or carers the PET Acceptable Use of IT Policy and ask any questions needed to fully understand the expectations when using school device.
- Always follow the school's Acceptable Use Policy (AUP).
- Only access the system with the login and password provided.
- Will not access other people's files.
- Will use my school email for work/learning related purposes and ensure the messages I send are polite and responsible.
- Will not give out personal information.
- Bring the school device charged to at least 85% each day (Do not bring the charger to school)
- Will use Ctrl Alt Delete to lock my workstation when leaving it unattended.
- Keep the device in the case provided whenever not in use to avoid damage to the device.
- Do not leave the device unattended in school or whilst travelling to and from school.
- Look after the device carefully, aiming to avoid the possibility of careless or malicious damage
- Only use the webcam in a sensible and appropriate manner for example, in a lesson when the teacher approves it's use.
- Will not lend the device to other students or give them details of any passwords which would allow access to it.
- Will report any unpleasant material that I find or any inappropriate messages that are sent to me.
- Not "decorate" the device with anything which cannot be removed completely
- Do not do anything on a school device which is illegal or anti-social or which would put other students or the school network at risk
- Complete work set and save it in the appropriate location as directed by school staff.
- Understand that there will be checks and monitoring of the computer use and Internet sites visited. These reports will be confidential and will help protect all students.