

# Kimbolton School Pupil ICT and iPad Acceptable Usage Agreement

## ICT and iPad Acceptable Usage

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

### **For my own personal safety:**

- I understand that the school will monitor my use of the systems, devices, files and digital communications.
- I will keep my usernames and passwords safe and secure – I will not share them, nor will I try to use any other person's username and password. I will use secure passwords, which include capital letters and numbers. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not arrange to meet people off-line that I have communicated with on-line, without an adult being aware of the communication and person's motivation for meeting me.
- I will not disclose or share personal information about myself or others when on-line without an adults knowledge. (this includes full name, address, email address, telephone numbers, age, gender, educational details, financial details etc.)
- I will not upload inappropriate images of myself onto any social networking sites. I will not have any school uniform in my profile picture.
- I will keep my Privacy settings as secure as possible, on all social networking sites and devices.
- I will immediately report any online unpleasant or inappropriate, material or messages, or anything that makes me feel uncomfortable and I am unable to deal with it. I understand this report would be confidential and will help to protect other students and myself.

### **I understand that everyone has equal rights to use technology as a resource and:**

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- 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.
- I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

### **I will act as I expect others to act towards 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 appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission, which could cause upset.

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

- I will only use my own personal devices (mobile phones / USB devices etc.) in school if I have permission. I understand that if I do use my own devices in the 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 illegal or 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 not behave in a way that can cause damage to ICT systems, and will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).

- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings (unless permission is given first).
- I will only use social media sites with permission and at the times that are allowed (**Boarding pupils only**).

### **When using the internet for research or recreation, I recognise that:**

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download illegal copies (including music and videos).
- When I am using the internet to find information, I should 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.

### **I understand that in order to use an iPad in school:**

- I agree that my iPad will be added to, and protected by, the School's Mobile Device Management system, and that I will not try to bypass it in any way.
- I agree to ensure that my iPad is locked with a secure pass code which includes capital letters and numbers. I will write my name on or inside my iPad cover and have a personalised home screen.
- I agree to ensure that my iPad is brought into school each day and that it is fully charged at the beginning of the day.
- I understand that the School cannot be held responsible for damage/loss of the iPad and that the school insurance does not cover breakages. I therefore need insurance will be taken out through the lease-buy scheme or independently.
- I am aware that lockers have been provided for safe storage of iPads during break, lunch time and games and it is my choice to utilise this facility. I agree to ensure that the iPad is kept in my bag when walking to and from school.
- I understand that any attempt to look at a fellow student or teacher's iPad without their permission will be dealt with very seriously.
- I understand that use of the iPad in lessons is always at the teacher's discretion.
- I agree not to use a 3G/4G enabled iPad as these undermine the safety and integrity of our mobile device management system.
- During school, teachers will guide students toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, films and other potentially offensive media.

### **It goes without saying that we all want ICT and iPads to be used responsibly but should a problem occur then sanctions may be necessary:**

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

- I understand that the school 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 and where they involve my membership of the school community (examples could be cyber-bullying, use of images or personal information).
- I understand that if I attempt to download copyright material on the school system, the school can track the illegal downloads to me and would then take action against me.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet; temporary or permanent ban on iPad use; detentions; suspensions; contact with parents and in the event of illegal activities involvement of the police.

**After reading through the AUA, please sign the Confirmation Form in Engage. If you do not confirm, access can not be granted to school systems and devices. When done, your son/daughter's school account details will be sent to you, with the iPad Setup Guide.**