Ormiston Academies Trust

Ormiston Bolingbroke Academy
Technology Acceptable Use Agreement – for older children

Policy version control

Policy type	Statutory, OAT template mandatory
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Review	Policies will be reviewed in line with OAT's internal policy schedule and/or updated when new legislation comes into force
Description of changes	▪ New agreement, to follow release of new Technology Acceptable Use Policy for staff and stakeholders.

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Academy policy

Digital technologies have become integral to the lives of children, both within academies and outside the academy. These technologies are powerful tools, which create new opportunities for everyone. These technologies can stimulate discussion, promote creativity, and stimulate awareness of context to promote effective learning. Children should have an entitlement to safe access to these digital technologies.

This acceptable use agreement is intended to ensure:

- that children will be responsible users and stay safe while using the internet and other digital technologies for educational, personal, and recreational use.

- that academy systems and users are protected from accidental or deliberate misuse that could put the security of the systems at risk and the safety of all adults and children is protected.

- that children will have good access to digital technologies to enhance their learning and will, in return, agree to be responsible users.

Acceptable Use Agreement

I understand that I must use academy systems and equipment 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.

For my own personal safety:

- I understand that the academy will monitor my use of systems, devices, and digital communications.

- 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 understand that I should not write down or store a password where it is possible that someone may steal it, or use it to gain access to my account without permission.

- I will be aware of "stranger danger" when I am communicating on-line.

- I will not disclose or 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, account details for social media sites and services, etc.)

- If I arrange to meet people offline that I have communicated with on-line, I will do so in a public place and take an adult with me.

- I will immediately report to a member of staff any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

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

- I understand that the academy's 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 academy's systems or devices to access any blocked or prohibited sites.

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 person'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, and will never distribute inappropriate or illegal images.

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

- I will only use my own personal computer, mobile phone, USB drive, or tablet in the academy if I have permission. I understand that, if I do use my own devices in the academy, I will follow the rules set out in this agreement, as well as any other rules regarding the use of my own devices, in the same way as if I was using academy devices.

- 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 programs 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 damage or faults involving equipment or software to a member of staff, however the damage or fault 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 programs)

- If I am concerned about any hyperlinks in emails or any attachments to emails, I will inform a member of staff immediately.

- I will not install, or attempt to install, or store, programs of any type on any academy device, nor will I try to alter computer settings.

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 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 I am responsible for my actions, both in **and** out of the academy:

- I understand that the academy 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 the academy (examples would be online-bullying, use of images or personal information).

- I understand that if I fail to comply with this acceptable use agreement, I may be subject to disciplinary action. This could include loss of access to the academy network/internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

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 academy technology, systems and equipment.

Acceptable Use Agreement Form

This form relates to the Technology Acceptable Use Agreement – for older children, 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 academy systems and equipment.

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

- I use the academy's systems and devices (both in and out of the academy)

- I use my own devices in the academy (when allowed) e.g., mobile phones, gaming devices USB devices, cameras etc.

- I use my own devices out of the academy in a way that is related to me being a member of this academy e.g., communicating with other members of the academy, accessing academy email, homework and lesson resources, websites, etc.

Name of Child:

Group/Class:

Child's Signature: **Date:**

Parent/Carer Signature (optional):