

At Calthorpe Park School we expect all students to use information communication technology frequently as part of their regular subject work. We aim to make access to ICT convenient and provide these facilities for educational purposes.

## ICT User Agreement

It is obviously very important that students accept responsibility for the manner in which they use ICT facilities. It is inappropriate for any student who will not commit to using the facilities in a sensible fashion to have access to such facilities. In order to maintain system integrity, records of sites visited by individual users and their areas on the network will be monitored and students' files and communications will be subject to scrutiny. We have established a sound level of trust with existing students and all users of ICT have promised to follow a simple set of guidelines. The ICT 'User Agreement' underpins this trust, and this includes a declaration which all students and parents are required to sign. Our e-safety charter sets out the protocols of ICT use whilst online.

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*Access to the ICT facilities and the Internet is provided for educational research, learning and the completion of coursework. This agreement sets out the conditions for proper use of the facilities and the Internet. Students and parents should read this document carefully and then sign the declaration below.*

### Student Agreement:

***I understand and accept that I am provided with access to the ICT facilities on the basis of trust. I understand that any use of the Internet at Calthorpe Park School must be in support of my education. I agree to the following:***

- *I will only use Calthorpe Park's ICT facilities and Internet (not staff-use computers) when these are officially available for use and in accordance with our rules and e-safety charter and as directed by a member of staff*
- *I will not take or share photos or video recordings of other students or staff at school*
- *I will keep my password confidential and not let anyone else have access to my ICT user account. If I suspect that anyone knows my password I will ask a member of ICT staff for it to be changed*
- *I will not try to download, transfer, write, draw or view any unsuitable graphic, textual or other inappropriate material (If you are not sure - do not do it). It is my personal responsibility to log off immediately from any offensive Internet site that I accidentally access*
- *I will not download, transfer, install, use or have in my possession any malware, viruses, utilities, games, music or video files, or any other non-departmental software*
- *I will use and handle portable equipment carefully and with great respect so that it remains in good condition for others to use and I will not move, plug in, un-plug or interfere with any piece of ICT equipment*
- *I will not damage Calthorpe Park's computers, computer systems or the school network. If I discover any methods of causing damage, or find other students misusing the facilities, I will report this to the school. I will not attempt to access any area of the local PC or wider Network that is not readily made available to me*
- *I will not copy any material from the Internet or other source and claim it as my own work. If I do copy information, I will use it in an appropriate manner as research and clearly state its source*
- *I will not write, send or receive any e-mail during lesson time (unless directed to do so) and I will take no part in 'chain-mail' or similar communications*
- *I will not reveal or enter into ICT systems any personal information, including names, addresses and telephone numbers of myself or of others unless a member of staff agrees*
- *I will not use social media, online messaging, blogging, chat or texting facilities*
- *I will use School WiFi connections for educational use only*
- *I will use mobile technology, including smart watches, for educational purposes only, with the agreement of the member of staff in charge at the time*
- *I will not use my mobile phone to make calls during the school day. If I have any concerns, I will see a member of staff. If I feel unwell I will first go to the Medical Room and not contact home.*
- *I will use EdulinkOne, Microsoft Teams or other systems recommended by CPS staff for a variety of functions including but not limited to, accessing timetable information, the monitoring of home-learning tasks, accessing educational resources and revision materials, reviewing exam and assessment information and completing forms.*

### Student's Declaration:

***I understand that if I do not keep to the User Agreement the trust in me has been broken. Appropriate disciplinary action will be taken, including the possibility that I will be denied access to some or all of Calthorpe Park's computer facilities, could be permanently excluded or face prosecution, even if I need to use these for coursework or examination purposes.***

Student's signature: .....