

# ACCEPTABLE USE OF ICT

The Cherwell School provides access to ICT resources for educational purposes. This Agreement applies at all times, in and out of school hours, whilst using school equipment and use of personal devices in school time.

Computers will be provided for you to conduct research, communicate with others and access your personal on-line storage space as well as learning resources. This permission is given only if you agree to follow this code, and you are expected to act responsibly, and follow instructions from staff, in situations not covered by this code.

## The Code

### You should:

- Only access sites which are appropriate for use in school. This also applies outside lesson time
- Be aware that your actions can be seen and monitored whenever you use the computer
- Be aware that information on an Internet website may be inaccurate or biased
- Treat others as they would expect to be treated, e.g. show respect and be polite
- Always tell your teacher or another adult if you ever see, hear or read anything which makes you feel uncomfortable while using the Internet, e-mail or other facilities
- Respect copyright and trademarks. You cannot use the words or pictures that you see on an Internet site without giving credit to the person that produced the information originally

### You must not:

- Tell any of your passwords to anyone else or log in as someone else
- Interfere with the equipment you, or another pupil are using - you must not unplug or swap cables or equipment
- Connect any personal equipment to the school network without permission
- Try to bypass any of the security features the school has put in place for your safety or the network's security

### Please note:

You should always log out when you have finished with your computer.

Your files on the school network will be closely monitored and staff may check to ensure you are using the services appropriately.

Failure to follow the code will result in loss of access and further disciplinary action may be taken. In some serious cases external agencies may be involved: certain actions are a criminal offence.

**Student: I have read and agree to follow the agreement above**

Name: \_\_\_\_\_ Form: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: Signed: \_\_\_\_\_ Date: \_\_\_\_\_