

Beths Grammar School

Responsible ICT/Internet Use Contract

All students are encouraged to make full use of the ICT and internet resources available at Beths Grammar School for the purposes of learning and educational research. These facilities include access to Office365 and B.Y.O.D., a system provisioned to allow students to connect from any mobile device directly to the school computer system from home or within school. The purpose of this contract is to set out rules for appropriate use.

Students must:

- Use the internet solely for school work and other uses approved by staff
- Respect and acknowledge copyright and intellectual property rights
- Use equipment and printer resources only for school work and other related work approved by staff
- Report any accidental damage or faults immediately to a member of staff
- Change their password immediately if they think that someone knows it
- Work individually at computers in the ICT facilities at all times.

Students must not:

- Use user names or passwords belonging to others
- Disclose their username or password to others
- Attempt to alter, copy or delete work belonging to others
- Attempt to bypass or hack through any of the network security functions
- Access, obtain, store, install, copy or distribute any material that is pornographic, racial, obscene, abusive, unlawful or otherwise deemed inappropriate by the school
- Engage in internet chat room activities or chain letters
- Use the internet for commercial purposes such as the buying or selling of goods
- Attempt to install any executable programmes and files such as games, screensavers, backgrounds
- Use USBs, external hard drives, or any media that contains a virus
- Attempt to steal, move, dismantle, disconnect, cause damage or change the configuration of equipment
- Deliberately waste computer resources including paper, ink and toner
- Congregate in groups around computers in the ICT facilities.

The school has extensive filtering services and staff supervision in place to make every effort to ensure that the network is used appropriately. The school will exercise its right by electronic means to monitor students' use of the system, including websites, e-mails and students' files. Violation of any of the above rules will result in an appropriate sanction, including partial or total withdrawal of some/all privileges for a period of time, escalating to permanent withdrawal of some/all privileges. In the event of serious offences, parents/carers will be contacted by the Senior Leadership Team. If appropriate, police may be informed.

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Agreement Form

No access will be permitted to the school's network unless this form is signed.

I have read and understood the Responsible ICT/Internet Use Contract and agree to uphold its requirements at all times.

Student's name:

Student's signature:

I have read and discussed the Responsible ICT/Internet Use Contract with my son/daughter and agree to be held jointly responsible for his use of ICT and the internet at school.

Parent's/Carer's name:

Parent's/Carer's signature: