



APPENDIX 1 TO ANNEX A TO ICT POLICY

ACCEPTABLE USE OF ICT AND THE INTERNET AGREEMENT

Access to the School's computers is provided for the purposes of educational research and learning. The purpose of this agreement is to provide rules for acceptable use of these facilities. Pupils and parents should carefully read and then sign the following agreements.

PUPILS AGREEMENT

I understand that access to ICT and the Internet provided by Bishop Wordsworth's School must be in support of educational research or learning, and I agree to the following:

- I will use the School's ICT facilities, the Internet and email in a responsible manner at all times including on personal electronic equipment
- I will ensure that my password access is secure and I will never use the account of another user
- I will be courteous and respectful, and use appropriate language. I will refrain from using obscene, harassing or abusive language on the computer systems and I will report any cases of such usage against me to my teacher or the ICT staff
- I will not damage computers, computer systems or networks. Furthermore, if I discover any methods of causing such damage I will report them to the ICT staff and I will not demonstrate them to others
- I accept that ICT staff have the right to access any of my files or email on the School's computers, and that staff may also request access to files on external media and personal electronic equipment that I bring into school
- I will never knowingly access any sites on the Internet which contain pornographic, racist or violent material, nor will I explore methods of bypassing the school's filtering arrangements.
- I will not access any unauthorised newsgroups, chatrooms or social networking sites or otherwise communicate with unknown persons
- I will reject any unsuitable materials, dialogues and information received by me
- I will not use valuable Internet time playing non-educational games
- I accept responsibility to prevent copyrighted material from entering the School. Therefore I will not download software, games, music, graphics, videos or text materials that are copyrighted. I will not violate any copyright laws by posting or distributing copyrighted material
- Plagiarism is unacceptable. Therefore I will use any downloaded material in an appropriate manner in assignments, listing its source in a bibliography and clearly specifying any directly quoted material
- I will not use any school ICT equipment for commercial purpose
- I will not produce, either in or out of School, any defamatory material about the School or about a member of the School's community, particularly with regard to my own Web sites or on any social media.
- I will not reveal personal information, including names, addresses, credit card details and telephone numbers of others or myself
- I will not engage in Cyber Bullying – the use of text messages or web spaces/e-mails/blogs etc. to either send offensive materials or post them for others to view
- I will report any abuse or suspicious communication that I find disturbing to my parents, members of staff, www.ceop.gov.uk or www.thinkuknow.co.uk

If I violate any of the terms of this agreement I understand that I will be denied access to the School's network for a time to be determined by the Headmaster. In addition I may face further disciplinary action or, if appropriate, legal proceedings as determined by the Headmaster and /or Governors. I am aware that each case will be considered on its merits.

Please complete and return the agreement form on the next page.



PARENTAL AGREEMENT

I hereby acknowledge that I have read the agreement on pupil use of ICT and the Internet and discussed it with my son. I understand that this access is designed for educational purposes. I recognise that, while every effort will be made to monitor pupil use of the Internet, it is impossible for Bishop Wordsworth's School to monitor the use of the system continually and to restrict access to all controversial materials. I further acknowledge that questionable material may be accessed unexpectedly and, therefore, I will not hold the Headmaster or staff of Bishop Wordsworth's School responsible for any such materials acquired from the Internet.