
The Cam Academy Trust
IT ACCEPTABLE USE – PUPIL POLICY

Approved and adopted by C.A.T.	22.03.2016
	Reviewed without changes March 2018
Date of next review:	March 2020 or as appropriate
Responsible Officer:	Trust I.T. Manager - P. Middleton
Category – 1	Version – 1

The Cam Academy Trust (CAT) has the responsibility of providing schools with safe, reliable and useful ICT resources (network, internet, email and VLE access where provided) that will help make the most of learning opportunities. Schools have a right to these resources. However, with this right, comes the following responsibilities:

By reading and signing this acceptable use policy;

- I will take responsibility for my own use of all ICT, making sure that I use technology safely, responsibly and legally.
- I will take personal responsibility for my own e-safety, I will not give out any personal details or arrange to meet someone without the written permission of my parent, carer or teacher. I will report anything that makes me feel uncomfortable or unhappy.
- I will not take or distribute images or recordings of anyone with or without their permission when at school or involved in any school activities.
- I will use email responsibly and always be polite and respectful. I will only use email, blogs or other messaging methods that are approved by CAT. I will never use ICT for bullying or harassing others or in a way that will bring the school into disrepute.
- I will not download or install any software or files on the school's ICT equipment (unless it is a requirement of an agreed course of study) or open emails or attachments from people that I do not know.
- If I use a USB drive (memory stick) in school to store or transfer files I will make sure it has been virus checked first.
- I will not intentionally gain access to unsuitable or illegal sites nor try to use any programs that allow me to bypass any filtering/security systems. I will not access any video broadcasting or social media sites unless given permission to do so. I will report as soon as possible accidental access to such sites. I understand that my report will be confidential and would protect other students and myself.
- I will only access the school computer systems (network, Internet, email and VLE where provided) using my own login and password, which I will keep secret. I realise that if I access files that are not my own it could be seen as hacking.
- I will ensure that my work does not break The Copyright, Design and Patents law. I will always acknowledge the source of information (words, images etc.) I use. I will not use the school ICT systems to copy other people's work and pass it off as my own (plagiarism).

- I will use school ICT equipment with care and tell my teacher of any damage which occurs as soon as possible.
- I will only use my personal mobile devices (mobile phones / iPads etc.) in school if I have permission. I understand that, if I do, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. *These rules are clarified in the CAT PMD policy.*
- I will use network resources responsibly
 - a. I will think and then preview before I print
 - b. I will regularly review my files and delete them when no longer needed
 - c. I will only store school-related files and images on the school network
 - d. I will only use the ICT equipment for school related work unless I have permission from an appropriate member of staff

I understand that the school 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 school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).

I understand that the School may check my computer files, will monitor the Internet sites that I visit and my emails. If I do not follow these guidelines the AUP will be enforced and serious consequences will follow. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.



Student Acceptable Use Agreement Form

This form relates to the student / pupil Acceptable Use Policy (AUP), 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 school ICT systems.

- I have read and understand the above and agree to follow these guidelines when:
- I use the school ICT systems and equipment (both in and out of college)
- I use my own equipment in school (when allowed) e.g. mobile phones, PDAs, cameras etc.
- I use my own equipment out of college in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, VLE, etc.

Name of Student

Signed

Date