



**CWMBRAN  
HIGH SCHOOL**

# **The Acceptable Use Agreement for ICT ~ Pupils**

**REVIEWED:** 1/3/2016

**NEXT REVIEWED:** March 2017

**Approved by Governing Body:**

School Performance & Improvement Committee:



# The Acceptable Use Agreement for ICT

Pupils

September 2015



  
monmouthshire  
*sir fynywy*

TORFAEN  
COUNTY  
BOROUGH



BWRDEISTREF  
SIROL  
TORFAEN

# **Pupil Acceptable Use Agreement for Digital Learning and Technology**

## **Cwmbran High School**

Dated: April 2015

The school network is to promote and advance teaching and learning and to provide access to a wide variety of educational resources and incorporates storage and a learning management system. Cwmbran High School with the support of SRS will provide safe use of ICT and all those who use it must adhere to the following Acceptable Use Policy.

With the use of ICT equipment and the network come responsibilities that must be adhered to.

### **Access**

- I will respect system security and I will not disclose any password or security information to anyone.
- I will not download or install any software or files on schools ICT equipment.
- I will not attempt to bypass any computer or network security settings.
- I will only use the school network for school purposes.

### **Internet**

- I will ensure that any contact through ICT including email and instant messaging to other adults and pupils is responsible, polite and sensible.
- I will not set up any internet accounts in school without permission from a member of staff.
- I will take responsibility for my own e-safety and adhere to the e-safety rules in Cwmbran High School. This includes not giving my personal details to people online, unless advised by a member of staff.
- I will never put my school details online including address and phone numbers, unless advised by a member of staff.
- I will only use my school email address for school related purposes.
- I will not open attachments, using my school email address, from any unknown sources.
- I will not attempt to access any unsuitable, inappropriate or illegal websites. If I do this by accident I will report it to my teacher as soon as possible for the safety of others in school.
- I will not invite my teachers or other members of staff to be friends on any social networking site (other than those used for education or school related sites).
- I will not use any applications or services to bring Cwmbran High School or any of its members into disrepute.

## **Storage**

- I will only store school related files and images on the school network.
- I will avoid using a USB pen wherever possible and if I do, make sure it has been anti-virus checked.
- I will regularly review my files and delete them when appropriate.

## **Use of equipment**

- I will treat all ICT equipment and devices with care and use only with permission from a teacher or member of staff.
- I will report any damage, viruses or problems to my Teacher as soon as possible.
- I will not use any school ICT equipment or devices for my own personal use, but only under the direction or guidance of a teacher or member of staff.
- I will only take photographs or video of people with their permission and will only use them for the purposes for which they have given their permission.
- I will turn off my mobile phone or personal device during lesson time.

## **Cyberbullying**

- I understand that I may not use any communications device, whether personal or provided by the school, for bullying or the harassment of others in any form.
- I will report any issues of cyberbullying to a member of staff as soon as possible, whether it involves myself or others.
- I understand that I should not delete any evidence of cyberbullying, but keep it or take screen shots.
- I understand that a member of staff could ask to see the content of my mobile phone or media device, or confiscate it, if I am involved with any cyberbullying, as stated in Cwmbran High School's behaviour policy.

I have read and understood the above and I am aware that the school may exercise its right to monitor my online activity, use of equipment and communications, and I agree to follow these guidelines.

Signed:

Dated: