



ICT Secondary User Agreement

	In centre lessons	Remote online lessons
I will only use school IT equipment for school purposes.	Yes	Yes
I will not download or install software on school IT equipment.	Yes	Yes
I will only log on to the school network, other school systems and resources using my own school user name and password.	yes	Yes
I will not reveal my passwords to anyone other than a parent/carer.	yes	Yes
I will not use my personal email address or other personal accounts on school IT equipment.	Yes	Yes
I will make sure that all my electronic communications are responsible and sensible.	Yes	Yes
I understand that everything I search for, access, post or receive online can be traced now and in the future. My activity can be monitored and logged and if necessary shared with teachers, parents/carers and the police if necessary. I know it is essential that I build a good online reputation.	Yes	Yes
I will not browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately, to a member of staff if I am in school or parent/carer if I am not in school.	Yes	Yes
I will not give out my own or others' personal information, including: name, phone number, home address, interests, schools or clubs or any personal image. I will report immediately any request for personal information, to a member of staff if I am in school or parent/carer if I am not in school.	Yes	Yes
I should never post photographs, videos or livestream without the permission of all parties involved.	Yes	Yes
I will not upload any images, videos, sounds or words that could upset, now or in the future, any member of the school community, as this is cyberbullying.	Yes	Yes



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I will be respectful to everyone online; I will treat everyone the way that I want to be treated. I will ensure that all my online activity, both in and outside school, will not cause distress to anyone in the school community or bring the school into disrepute.	Yes	Yes
I will not respond to hurtful behaviour online but will report it. I have the right to block and will say no to any inappropriate or upsetting request.	Yes	Yes
I will respect the privacy and ownership of others' work on-line and will adhere to copyright at all times.	Yes	Yes
I will not attempt to bypass the internet filtering system in school.	Yes	N/A
I will not assume that new technologies can be brought into school and will check with staff before bringing in any device.	Yes	N/A
I will not lie about my age in order to sign up for age inappropriate games, apps or social networks.	Yes	Yes
I understand that not everything I see or hear online is true, accurate or genuine. I also know that some people on the internet are not who they say they are and may have ulterior motives for assuming another identity that will put me at risk. I will gain permission from parents/carers before arranging to meet someone I only know on the internet.	Yes	N/A
I understand that these rules are designed to keep me safe now and in the future. If I break the rules, teachers will investigate, I may be disciplined and my parents/carers may be contacted. If I break the law the police may be informed	Yes	Yes
When using TEAMS for online lessons I will only make verbal or chat comments that are lesson specific	Yes	Yes

Name

Signed

Date