

The College Preparatory & Leadership Academy

School Technology / Internet Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure:

that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.

that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems at risk and will have good access to digital technologies to enhance their learning and will, in return, expect the *students / pupils* to agree to be responsible users.

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the school/academy online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes:

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- (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and
- (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

I understand that the *school / academy* will monitor my use of the systems, devices and digital communications.

I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person’s username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.

I will be aware of “stranger danger”, when I am communicating on-line.

I will not disclose or share personal information about myself or others when on- line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc). I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems at risk and will have good access to digital technologies to enhance their learning and will, in return, expect the *students / pupils* to agree to be responsible users.

I understand that everyone has equal rights to use technology as a resource and:

I understand that the *school / academy* systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.

I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

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I will not use the *school / academy* systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me:

I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.

I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.

I will not take or distribute images of anyone without their permission.

I recognize that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the *school / academy*:

I will only use my own personal devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in the *school / academy*, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.

I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programs or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.

I will immediately report any damage or faults involving equipment or software, however this may have happened.

I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organization who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programs)

I will not install or attempt to install or store programs of any type on any school device, nor will I try to alter computer settings.

I will not use social media on school devices or a personal device during school hours, on school buses, or while on school sponsored trips.

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When using the internet for research or recreation, I recognize that:

I should ensure that I have permission to use the original work of others in my own work

Where work is protected by copyright, I will not try to download copies (including music and videos)

When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

I understand that the *school / academy* also has the right to take action against me if I am involved in incidents of inappropriate behavior, 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 if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may result in loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Please complete the sections on this page 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 systems, wifi and devices.

Student / Pupil Acceptable Use Agreement Form

This form relates to the *student / pupil* Acceptable Use Agreement, 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 systems.

I have read and understand the above and agree to follow these guidelines when:

I use the *school / academy* systems and devices (both in and out of school)

I use my own devices in the *school / academy* (when allowed) e.g. mobile phones, gaming devices, USB devices, cameras etc.

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I use my own equipment out of the school / academy in a way that is related to me being a member of this *school / academy* eg. communicating with other members of the school, accessing school email, website etc.

Name of Student / Pupil: _____

Grade: _____

Signed: _____

Date: _____

Parent Signature: _____