

## **Student Rules for Responsible ICT Use**

**These rules help us to be fair to others and keep everyone safe:**

- I will only use my own network login and password, which I will keep secret.
- I will only access, modify and delete my own files.
- I understand that I must not bring documents or software into the academies without permission.
- I will only e-mail people I know, or my teacher has approved.
- E-mail messages I send will be polite and sensible.
- I understand that when using ICT at the academies, I must never give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use the Internet to communicate with other individuals or groups without permission.
- I will not purposefully access inappropriate Internet sites.
- If I come across inappropriate messages or content accidentally, I will tell a teacher immediately.
- I understand that my use of United Learning Trust ICT is recorded and the Trust may check this information and my computer files at any time.
- I will treat the ICT equipment with respect and work within the systems the Trust has put in place.
- I understand that if I deliberately break these rules, my right to use the ICT facilities at Glenmoor & Winton may be revoked.
- I will abide by the guidelines as set out in the Glenmoor & Winton's E-Safety, Internet and Acceptable Use Policy.

The academies and United Learning Trust may exercise its right to review the use of computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the Trust computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

### **Student Agreement**

I have read and I understand the rules for responsible ICT use. I will use the facilities in a responsible way and obey these rules at all times.

Sign:

Date:

### **Parent's Consent for Internet Access**

I have read and understood the above rules for responsible Internet use and give permission for my child to access the Internet and other ICT resources, governed by the Glenmoor & Winton Trust E-safety Policy (available on our website), while a student at Glenmoor & Winton. I understand that the Trust will take all reasonable precautions to ensure students cannot access inappropriate materials. I understand that

the Trust cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the Trust is not liable for any damages arising from use of the Internet facilities. This consent will be recorded in our management information system and kept as part your child's record, which is governed by the trust's data protection policy.

Sign:

Date: