AYLESBURY GRAMMAR SCHOOL

STUDENT ICT ACCEPTABLE USE POLICY

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

For my own personal safety:
- I must respect the school's systems and equipment. If I cannot be responsible I may lose the right to use them
- I will keep my password secret. I will not share it, nor will I try to use any other person's username and password. If I suspect someone knows my password, I will change it.
- I understand that Aylesbury Grammar School will monitor my use of the systems, devices and internet in school
- I will be aware that people I am communicating with on the internet may not be telling the truth about themselves
- I will not share personal information about myself or others when online
- I will immediately report any inappropriate material or anything that makes me feel uncomfortable online to a member of staff
- If I receive any abusive emails or messages on my school account, I will inform a member of staff immediately

I will act as I expect others to act toward me:
- I will be polite and responsible when I communicate with others. I will not use rude, inappropriate or threatening language
- I will not take or distribute images, films or audio of anyone without their permission
- I will always think before I post something online, as it can become public and may have repercussions either now or later on in my life

When using the internet for research or recreation, I recognise that:
- Where work is protected by copyright, I will not try to download copies
- When I am using the internet to find information, I will check the information with a second source, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me

I understand that the school has a responsibility to maintain the security and integrity of the technology it offers me:
- I will only use my own personal devices in school if I have permission to do so. I understand that if I do use my own devices in school, I will follow the same rules set out in this agreement
- I will immediately report any damage or faults involving school equipment or software to a teacher or the ICT department
- I will not hack, install malicious software or attempt to gain access to accounts and/or systems.
- I will not use the school systems for gaming, file sharing or broadcasting without permission of a member of staff to do so
- I will not upload, download or access any illegal or inappropriate materials, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place.

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

- I understand that Aylesbury Grammar School has the right to take action against me if I am involved in incidents of inappropriate behaviour online and where they involve my membership of the school
- I understand that if I fail to comply with this Acceptable Usage Policy agreement, I will be subject to disciplinary action, which may include; temporary or permanent loss of access to the school network/internet in addition to significant sanctions in accordance with the school's behavioural policies. In the event of illegal activities the involvement/ intervention of the Police may be sought.