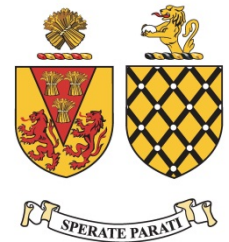


Watford Grammar School for Girls

ACCEPTABLE USE AGREEMENT: SIXTH FORM STUDENTS eSafety Rules



Use of School IT Systems

- I will use ICT systems in school, including internet, email, digital video, mobile technologies etc., for school purposes only.
- I will not download or install software onto school hardware.
- I will follow the school's ICT security system by not revealing my passwords to anyone and changing them regularly.
- I will not bypass, or attempt to bypass, any of the security features provided at the school.
- I will log off when I have finished using a computer to allow others to use the machine.
- I will not deliberately damage computer, systems or networks and will report any incidents of damage I see to staff.
- I will not consume food or drink in the IT rooms.
- I will not use the 'teacher' designated PC in the classrooms.

Use of the Internet

- I will change my password if I think someone else knows it.
- I will not play games on the internet at school.
- I will only use my school email address for school communication.
- I will be responsible for my behaviour when using the internet. This includes resources I access and the language I use.
- I will not deliberately 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 my teacher.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress, or bring it into disrepute.
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that my use of the internet and other related technologies is monitored and logged and can be made available to my teachers and parents.
- I will not bring into school any illegal content, including pirated songs, movies, software, or offensive material; nor will I try to share or distribute it further.
- I will not invite any member of the school staff to become "a friend" on social networking or similar types of sites.

E Safety

- I will make sure that all digital communications with students, teachers or others is responsible, appropriate, inoffensive and sensible. This is both inside and outside school and includes all electronic communication such as social networking, twitter, video broadcasting, texting etc.
- If I feel bullied or in any way intimidated online, I know that it is important to tell an adult and not to suffer in silence. I also know that there are sites such as Childline and CEOP where I can get further help.
- I will not give out any personal information such as my name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- I must seek permission from my teacher before I take, store or distribute recordings (images, audio or video) of students or staff. These digital recordings must never be of an inappropriate or offensive nature. If asked to delete any digital recordings I will do so from all media (including USB, home computer etc).
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/carer or even the police could be contacted.
- If I discover an unsuitable site, I will switch the screen off and immediately tell my teacher or a member of the IT Team.

- I understand the school has the right to monitor my use of the school network to ensure that this Acceptable Use Agreement is being followed.

Bringing My Own Device to use in school (Laptop, tablet, kindle, mobile phone etc)

Sixth Form pupils are allowed to access the school network using their own devices. They may use their own devices **only** in the Sixth Form Block, the Library and the Food Factory, or to work in empty classrooms, and in lessons with the permission of the teacher.

Pupils must **not** use their own devices in the Food Factory during Recess or Lunchtime.

- I understand that I may only use my own device for educational purposes. I must always have the prior permission of the bill payer.
- I can access the Network in the designated “WiFi” areas in the school that are clearly marked.
- I may take photographs and videos, or record audio, **only** with the permission of the participants. I can publish photographs and videos in any format **only** with the written permission of all participants.
- I understand plagiarism is an offence. I will not submit work that is not substantially my own.
- I am entirely responsible for the security and maintenance of any device and understand that school is under no obligation to investigate or compensate me or my parents for any loss or damage to devices whilst they are in school.
- I may use my own devices in class in the following instances :
 - I. The teacher has asked pupils to bring their own devices to the lesson.
 - II. I have got permission from the specific member of staff before the start of the lesson.
- I must keep my device in full view of the member of staff throughout the lesson.
- I am responsible for charging my device and may only charge my device in the Sixth Form block. I must ask permission of the person using a socket if it is being used before me.
- I understand my device must be on silent when outside the Sixth Form block.
- If listening to sound on my device I must use headphones and it must be inaudible to those around me.
- All incoming messages will be ignored completely until after the lesson. Audible alerts that a message has arrived must be turned off.
- I will not use my device to access text messages, personal emails, social media or other communications during lesson time.

- I understand that if I fail to adhere to the conditions above my device will be confiscated and held by the Headmistress.

Full Name : _____ Date : _____

Signature : _____