





ICT – Pupil Acceptable Use Agreement

Policy agreed by Staff on:	Spring 2021
Ratified by Local Advisory Board on:	24 th March 2021
Review Date:	Spring 2024
Agreed Frequency of Review:	3 Yearly
Allocated Group / Person to Review:	LAB can delegate to committee or individual member or HT
Signed by Chair:	
Signed by Headteacher:	



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Policy Introduction Section

This document has been developed to ensure that all pupils within BAPA are aware of their responsibilities when using ICT equipment and systems. All pupils should follow these guidelines at all times.

You are responsible for your behaviour and actions when carrying out any activity which involves using ICT equipment and information systems, either within BAPA or at other locations, such as home or in another AP setting. ICT equipment includes any devices (laptops, PCs, netbooks, tablets, cameras, phones, voting machines, removable storage etc.) used to access information or the internet.

When using BAPA's ICT equipment and other information systems, I have understood and will comply with the following statements

- I will not search for, download, upload or forward any content that is illegal or that could be considered hurtful by anyone else at BAPA and/or when using academy equipment. If I find any such content I will report it immediately to the class teacher.
- I will not attempt to bypass any filtering and/or security systems put in place by BAPA. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the class teacher.
- I will ensure that all BAPA owned equipment taken off site (home or trips etc.), (laptops, tablets, cameras, removable media or phones etc.) is stored securely.
- I will only use BAPA authorised removable media.
- I will not knowingly download or install any software from the internet or from any other media which may infect the BAPA network or information located on it.
- I will protect access to any document that contains personal information relating to pupils/friends/family/staff.
- I will return any BAPA owned ICT equipment to my class teacher once it is no longer required.
- I understand that the use of BAPA computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990, and potential/possible breaches will be reported to the appropriate authorities e.g. Police.
- BAPA may monitor the files, communications and internet activity in order to protect pupil's safety. If the safety of an individual or group of individuals is deemed to be at risk appropriate action will be taken.
- Any behaviour which falls outside of this agreement will be investigated and may be subject to disciplinary action in line with the BAPA Positive Behaviour Policy e.g. loss of privileges and in the most serious of cases, fixed term exclusion.
- I will not intentionally damage any BAPA owned ICT equipment.

- I will not eat or drink while using BAPA owned ICT equipment.
- I have read and understood my responsibilities when using ICT equipment within BAPA as detailed within this agreement.

Teaching and Learning

- If I see any content or communications that is unpleasant, or I think is illegal, I will report this to a member of staff immediately.
- When searching for information, pictures, video or sound clips, I will ensure that I am not in breach of any copyright law and will respect ownership and acknowledge all online sources.

Social media

- I will not use social networking sites whilst at BAPA.
- I know that some websites have age restrictions and I should not use them unless I am old enough.
- I will keep my personal information contained on my profile on social networking sites private.
- I will not abuse any member of staff or pupil when posting online. I will not make comments about BAPA that could potentially damage its reputation.
- I will give careful consideration before providing any of my personal details (full name, age, date of birth, sex, address etc.) or the personal details of other users at BAPA, over the internet. This includes photographs or videos of me, other pupils and members of staff.
- I will not arrange to meet anyone I have only met online unless accompanied by a parent/carer.
- If I see any hurtful comments relating to BAPA, staff or pupils. I will take screenshots for evidence and report to the HOC.

Managing digital content

- I will only use BAPA owned equipment to create pictures, video and sound for the purpose of BAPA work. Pictures, video and sound will not be taken without the permission of those involved.
- I will not post anything, e.g. images/pictures, without the permission of the staff and pupils involved.

Email

- I will not access personal email on the BAPA site.

Mobile phones and devices

- I will ensure that my mobile phone and any other personally owned device are switched off and handed in when I attend my first class of the day.

- I understand that my mobile phone and any other personally owned device will be returned to me at the end of the day.
- I will not use any personally owned mobile device to take images, video or sound recording within BAPA.
- I will take sensible precaution and protect my personal mobile telephone number so as to avoid inappropriate contact from others.
- I understand that my mobile phone may be confiscated or searched if a member of staff believes that it has been, or could be used, to cause harm, disrupt teaching or to break BAPA rules.

Agreement

I have read and understand all of the above listed points relating to my use of technology within BAPA. I understand that if I fail to comply with this Acceptable Use Policy agreement, I could be subject to disciplinary action in line with the BAPA Positive Behaviour Policy.

Pupil name

Signed

Date

A signed copy of this Agreement should be stored in the pupil file.