

Acceptable Use Policy for Pupils Supporting Policy M2

Llantwit Major School Network Agreement

The following information must be read through with your child and then signed. Your child will then be allowed computer access after the form (at end of document) is returned to school.

I understand that while I am a member of Llantwit Major School I must use technology in a responsible way. **For my own personal safety:**

- I understand that my use of technology will be supervised and monitored. Files held on the school's network will be regularly checked by the IT Support Team and access to student user areas will be given Teachers to allow them to mark work.
- I will keep my passwords safe and will not use anyone else's (even with their permission) for internet or E Mail access including for example Hwb and Google Classroom. If someone has learned your password then contact the IT Technician or Network Manager.
- I will keep my own personal information safe as well as that of others. **Do not** reveal any personal information (e.g. home address, telephone number, password, etc...) about yourself or other users.
- Do not use language/imagery that could incite hatred against any ethnic/religious or other minority group.
- I will tell a trusted adult if anything makes me feel uncomfortable or upset when I see it online. Should any students encounter such material accidentally, they are expected to turn the screen off and report it immediately to a teacher.

For the safety of others:

- I will not interfere with the way that others use their technology on the school network.
- I will be polite and responsible when I communicate with others using school systems. Users should remember that they are representatives of the School on a global public system.
- I will not take or share images of anyone without their permission as this is a data protection issue.

For the safety of the School:

- Students must ask permission before accessing the Internet.
- I will not try to access anything illegal on the school network
- I will not download anything that I do not have the right to use.
- I will only use my personal device if I have permission and use it within the agreed rules
- I will not deliberately bypass any systems designed to keep the school safer.
- I will tell a responsible person if I find any damage/ faults with technology, however it may have happened.
- I will not attempt to install programmes of any type on the school devices, without permission.
- I will only use social networking, gaming and chat sites with permission from a supervising member of staff)
- Students are advised E-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the authorities.
- Students consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources/ IT provision.

Network Agreement

I understand that I am responsible for my actions and the consequences. I have read and understood the above and agree to follow these guidelines: I agree to be bound by the terms and conditions set out above.

Name of Student

Signed:

Date