

## Hurst Lodge School ICT Use Agreement for Pupils



I understand that Hurst Lodge ICT systems and equipment, including printers, the internet, email, digital imaging and video are provided for school work and approved purposes.

I will not attempt to download files or install software or other executable files or attach any personal device to a school computer (except USB memory sticks which may only be used with permission and must be checked with antivirus software).

I will respect the privacy and ownership of others' work, images and information at all times and acknowledge its use where appropriate.

### **LOGGING ON**

- I will only log on to the school network or email system with my own user name and password.
- I will not reveal my passwords to anyone or allow other pupils to use my machine or email account while I am logged on.
- I will always log off when leaving a computer.

### **EMAIL**

- I will make sure that all ICT communication with pupils, teachers or others is suitable, responsible and sensible.
- I will only use Hurst Lodge school e-mail at the approved times to communicate with friends and family or for educational reasons at the request of a member of staff.

### **THE INTERNET**

- I will behave responsibly when using the Internet. This includes resources I access and the language I use.
- I will not deliberately attempt to browse, download, upload or forward material that might be considered unsuitable, offensive or illegal. If I accidentally come across any such material I will report it immediately to a member of staff.
- I will not give out any personal information online from any school computer except for educational purposes at the request of a member of staff.
- I will ensure that my online activity, both in school and outside school, will not cause distress or offence.
- I will not attempt to bypass the school internet filtering system or use any internet connection other than that provided by school.
- I understand that all my use of the Internet and other related technologies is monitored and logged and that files and emails may be viewed if there is cause for concern

I understand that by using the school ICT facilities I am agreeing to these rules and that if they are not followed, school sanctions will be applied and my parent/ carer may be contacted.

---

I agree to use Hurst Lodge School ICT facilities in accordance with Hurst Lodge School ICT use agreement.

Name of pupil (please print) \_\_\_\_\_

Signed (Pupil) \_\_\_\_\_

I agree to my son/daughter using Hurst Lodge School ICT facilities in accordance with Hurst Lodge School ICT use agreement.

Signed (Parent/Carer) \_\_\_\_\_

Date \_\_\_\_\_

*Please tear off and return to Mrs Moorby in the school office as soon as possible*