

## ICT user agreement 2010



All pupils at Hurst Lodge use ICT in their learning and have access to an increasing number of computers and ICT resources in classrooms and study areas. We encourage them to become capable, confident and responsible users both in and out of school. Our internet access here is filtered and monitored by a BECTA approved supplier as recommended for all schools and E-safety is taught as an important part of the curriculum alongside the core ICT skills.

All pupils from year 6 upwards and boarders are being given a new school email account which will also be accessible from home via the internet. Junior classes will have a class address to be used with their teacher. It is of the form **apupil@hlwebmail.co.uk** and is filtered and checked for viruses and spam by the host, RM Easymail.

Pupils will be taught best practice as part of their ICT lessons. Sixth Form will have access as and when they need it and other pupils may email after 5.15 in the Study area or at the beginning of morning break (10.15-10.30) in the ICT room where there will be a member of staff available to help if required.

Each user of Hurst Lodge ICT resources has a responsibility to stay within acceptable guidelines and is asked to sign an agreement to this effect. This helps safeguard their work and internet activity in addition to keeping the resources running as effectively as possible for everyone's benefit. I enclose the updated ICT pupil user agreement which summarises this. Please read it with your son/daughter and return the signed tear off slip as soon as possible to Mrs Philippa Moorby in the office.



## **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.

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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*