

Student Safe and Acceptable Use of ICT Agreement

Approved by RET Board

Approved on April 2024

RET contact Headteacher

Revision due Every 2 years



RUSSELL EDUCATION TRUST

These behaviours will keep everyone safe and help us to be fair to others.

1. I will only use the school's computers and systems for schoolwork, homework and as directed.
2. I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
3. I will ask for permission when bringing files into school (on removable media or online) or ask permission to upload appropriate material to my workspace.
4. I will only edit or delete my own files and not view, or change, other people's files without their permission. I will respect other people's privacy.
5. I will keep my logins, IDs and passwords secret and I will only log on to the school network/ learning platform with my own username and password.
6. I will respect the privacy and ownership of others' work on-line at all times.
7. I will use the internet responsibly and will only visit web sites approved by the school. I am also aware that during lessons I should visit websites that are appropriate for my studies.
8. If I bring a personal mobile phone to school, I will only do so, and will only use it, in line with these conditions (conditions may be relaxed with the agreement of and under the supervision of a member of staff):
 - a. I will ensure that my mobile phone will be switched off and hidden from view at all times during the school day.
 - b. I will not make or receive phone calls, or use text or messaging facilities, at any time during the school day including at break and lunchtime. I know that if my parents wish to contact me urgently, they can telephone the school and a member of the office staff will ensure the message is passed on.
 - c. I will not use mobile devices in lessons or during lesson changeover, without the express permission of the teacher. I will put headphones away at the start of the school day.
 - d. I will not take pictures or videos at any time when in school or on a school activity.
 - e. The contents of my mobile devices will be suitable for viewing at school; there will be nothing on it that I would be embarrassed for staff in the school to see.
 - f. I accept that staff may ask to see contents should there be any concerns.
 - g. If a member of staff asks for a mobile device because it is used inappropriately, I will hand it over immediately and without argument.
9. I will not bring a laptop, tablet or smart watch to school without specific written permission from the school.
10. I will not attempt to bypass the internet filtering system.
11. I will not use apps or Artificial Intelligence that interfere with learning or could lead into accusations of cheating.
12. I will never use Artificial Intelligence to produce work required to be my own.
13. I will only e-mail people I know, or those approved by my teachers, and I will only use my school email address.
14. The messages I send, or information I upload, will always be kind.
15. Images of students and/ or staff will be taken, stored and used for school purposes only in line with school policy and not be distributed outside the school without the permission of the Headteacher.
16. Unless a trusted adult has given permission, I will not give my home address, phone number, send photographs or video, or give any other personal information that could be used to identify me, my family or my friends.
17. I will not share information about school or use pictures of students in school uniform without permission from a teacher.
18. I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
19. I will never arrange to meet someone I have only ever previously met on the internet or by email or in a chat room, unless I take a trusted adult with me.
20. If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it, but I will save it and talk to a teacher/trusted adult.
21. I am aware that some websites and social networks have age restrictions, and I will respect this.
22. I will not use any social media apps or websites until I am at least 13. I will always seek my parents' permission before creating an account.
23. I am aware that, at all times, my online activity should not upset or hurt other people and that I should not put myself or others at risk.

I have read and understood the above and agree that these choices of behaviour are designed to keep everybody safe. I agree to them and accept that if they are not followed, school sanctions may be applied, and my parent/carer may be contacted.

Name:	Signature:	Date: