ICT Acceptable Use Contract

We are pleased to offer students of the Shoeburyness High School access to the computer network for e-mail, Internet, and file management. To gain access to e-mail and the Internet, all students under the age of 13 must obtain parental permission and must sign and return the attached form to Shoeburyness High School before starting in September. Students aged 13 and over may sign their own forms.

Access to e-mail and the Internet will enable students to explore a wealth of information from all over the world. The school operates a secure and comprehensive Internet filter service to help protect students using online resources, however, families should be warned that some material found via the Internet might contain items that are illegal, slanderous, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. On occasions this can be done accidentally, however, if there is a reason to believe that this was done intentionally then it will be fully investigated. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Parents and carers of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources (guidance on keeping young people safe online can be found on the school website). Shoeburyness High School supports and respects each family's right to decide whether or not to apply for access.

Students are responsible for good behaviour on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behaviour and communications apply. It will be your child's responsibility to ensure the secrecy of their password. If someone else is caught using your child's password it will not be an acceptable excuse or defence should it be used maliciously.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Additional access maybe given to students that will allow them to remotely access their files and emails via TEAMS. The same internal network rules will apply. Parent permission is required.

Individual users of the computer network are responsible for their behaviour and communications over the network. All users are required to comply with the schools standards and will honour the agreements they have signed.

Network administrators are entitled to, and will regularly review files, e-mail and Internet communications to maintain system integrity and ensure that users are using the system responsibly. Files stored on the network cannot be private.

In school, students will be given guidance in finding appropriate materials and the use of the facilities.

The following are not permitted:

- Sending or displaying offensive or explicit messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging/Modifying computers, laptops, computer systems, computer networks, peripherals, or any IT resources (Any issues with hardware will be fixed by the IT team)
- Violating copyright laws
- Using another person's username and password
- Unauthorised access of another users folders, work or files
- Intentionally wasting resources, including data/file storage, paper, toner/ink
- Employing the network for commercial purposes
- Abusing online/cloud technologies (Teams, SharePoint, OneDrive, etc...)
- Connecting portable devices into the computers (USB drives, Phones, etc…)
- Circumventing Internet filters / using external proxy servers
- Use of social network sites (Facebook, Twitter, etc…)
- Downloading inappropriate material (software, media, etc…)

Breaking these rules may result in disciplinary or legal action.

USER AGREEMENT AND PARENT PERMISSION FORM

As a user of the Shoeburyness High School computer network, I hereby agree to comply with the stated rules.

Name of student: _____

Student's Signature: _____

PARENT/GUARDIAN'S PERMISSION FOR THE PUBLICATION OF STUDENT WORK

As the parent/guardian/carer of the student signing above, I grant permission for my child to access networked computer services such as e-mail and the Internet. I understand that individuals and families may be held liable if they break the law with regard to illegal use of computers. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my child to follow when selecting, sharing or exploring information and media.

Parent/Guardian's Signature _____ Date _____

For Admin Use Only

☐   Internet Access checked in MIS