

# ICT Acceptable Use Agreement

## St Catherine's Primary School Berwick

### Purpose

Cyber safety is an important issue for all. By the time children arrive at school many are already online or using digital technologies. They visit their favourite websites, play games and use social media or educational apps.

St Catherine's Primary School, Berwick, recognises the need for students to be safe and responsible users of digital technology. We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents and guardians (families). We request that parents and guardians work with us and encourage this behaviour at home.

### Student agreement

I understand that I must use St Catherine's ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security to the ICT systems and other users.

For my own personal safety:

- I understand that St Catherine's will monitor my use of ICT systems, email and other digital communication provided by the school.
- I will not share my login details, nor will I try to use any other person's username and password. If I believe someone knows my login, I will tell a teacher immediately.
- When online, I will not disclose or share personal information about myself or others.
- I will immediately report to my teacher any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- I understand that everyone has equal rights to use technology as a resource.
- I will not use the St Catherine's systems for personal or recreational use.
- I will not use the St Catherine's ICT systems for online gaming or internet shopping.
- I will not use the St Catherine's ICT systems for video or audio streaming (e.g: YouTube).
- I will not use the St Catherine's ICT systems for social media (e.g. Tik Tok, Instagram, Snap Chat, etc)
- I will act as I expect others to act towards me.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I accept that others may have different opinions to me.
- I will not take, distribute or alter images or videos of anyone without their permission or that of a teacher.
- I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school
- I will immediately report any damage or faults involving equipment or software, however it may have happened.
- I will not open any attachment to emails, unless I know and trust the person/organisation who sent the email.
- I will report any email I receive if they are sent from a person/organisation I do not know or trust.

When using St Catherine's internet, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download illegal copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I accessed is accurate.
- I understand that I am responsible for my actions
- I understand that if I fail to comply with this Acceptable Use Agreement, I will receive consequences. This may include loss of access to the school network and devices, and contact with my parents.