

ICT Acceptable Use Contract

ICT is a key tool used in learning & teaching at Braidhurst High School and all pupils are expected to adhere to our Acceptable Use Policy.

Pupil use of ICT is constantly recorded and monitored, with a North Lanarkshire Council filtering system specifically used to manage Internet use.

E-safety and ethical use is promoted throughout the school and all pupils will have these policies reinforced during Personal Social and Health Education (PSHE) classes.

Any member of the Braidhurst High School community will adhere to our school policy on ICT whether in school, at home or any other place and regardless of the nature or ownership of the technology being used.

Use of Mobile Phone "DOs"

- Acceptable social use during break or lunchtime that does not break this policy in social areas:
 - ◇ Tuckshop
 - ◇ Dining Hall
 - ◇ Playground
- Interactive learning in class with permission from class teacher
- Accessing educational resources or sites such as GLOW with permission

Use of Mobile Phone "DON'Ts"

- During/between class time:
 - ◇ In the classroom
 - ◇ Changing rooms
 - ◇ Toilets
 - ◇ Corridors
- Record videos or take photos of staff/pupils without permission
- Download/access/share without permission
- Download/access/share inappropriate content
- During examinations under SQA rules

Appropriate Use of ICT “DOs”

- Follow classroom / department rules at all times
- Respect pupils/staff/parents rights to privacy at all times
- Research for information as directed by the class teacher
- Agree to be a responsible user of ICT at all times
- Report damaged ICT equipment immediately to class teacher

Digital Security “DOs”

- Log out of school account when finished using ICT equipment
- Keep my account details (password) safe and secure
- Report any suspicious or inappropriate material witnessed online
- Only use encrypted storage devices

Appropriate Use of ICT “DON'Ts”

- Eat food or drink near a computer system
- Post or share offensive material
- Make inappropriate use of ICT resources such as printers or webcams
- Access personal email accounts as this is used to store information
- Damage any ICT equipment used
- Copy or plagiarise the work of another pupil or material that is not my own
- Break the terms of the UK Computer Misuse Act

Digital Security “DON'Ts”

- Share my own or attempt to find other pupils account details (password)
- Use personal USB devices on school computer systems
- Download/upload any applications such as games
- Link personal devices to school wifi

I agree to the following terms and conditions:

- If I fail to comply with this Acceptable Use Contract, I will be subject to disciplinary action which may include loss of access to school network, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police
- I understand that I will be subject to disciplinary action if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples include cyber-bullying, use of images or personal information)
- The system administrator has full access to all my files and my internet use will be logged

Pupil Name (CAPITALS) : _____

Class: _____

Pupil Signature: _____

Date: _____

Parent Signature: _____

Date: _____