

# **ACCEPTABLE USE AGREEMENT for PUPIL USE OF INFORMATION TECHNOLOGY (IT)**

Bell's Brae Primary School		2010-2011
Pupil Name (Block Capitals):	Class:	Date of Birth:

***If the school does not have a signed copy of this document by both parent/guardian and pupil, this will result in denied access to IT facilities.***

***If I break these rules, I understand that I can be banned from using any computers, even if I need them for my courses.***

## **I AGREE TO:**

1. Use computers sensible and efficiently, and I accept that all school computer systems are the property of Shetland Islands Council
2. Obey any instructions from staff as to when and how I may use computers
3. Ask a member of staff first if I am not sure if I should do something
4. Ask permission if I need to alter any settings (such as screen resolution). I must then change them back to standard before I finish using the computer.
5. Respect the rights and privacy of other computer users
6. Only use user-names and passwords that have been issued to me
7. Only use the email address given to me by the school, and the e-mail system allowed by the school
8. Virus check any disc brought in from outside school – every time it is brought in
9. Obey the laws of copyright, by not copying or downloading software, music files, images or other data, unless the owners of these files have clearly indicated that I can do so
10. Always state where I find material from the Internet, or from other sources such as CD-ROM, and not pretend that it is all my own work. To do so amounts to "plagiarism".
11. Tell a member of staff immediately if I find material on the Internet which is unsuitable because of bad language, inappropriate sexual content, or messages which are abusive, violent or racist, or hurtful and upsetting
12. Tell a member of staff if I am approached by anyone on the Internet in any way at all, and I shall not reply
13. Follow the safety code (attached with this agreement) at all times with regard to safe use of the Internet.

## **I AGREE NOT TO:**

1. Deliberately do anything using a computer, which causes needless expense
2. Waste the time of the system administrator, school staff or technicians. Examples of this might include altering settings on the computer, or using equipment in a way for which it was not designed.
3. Alter settings or install any software (including upgrades) on any computer, unless a member of staff has clearly told me to do so (this includes such things as screen savers)
4. Disclose any of my passwords to anyone else
5. Interfere with work or files belonging to anyone else, or do anything that hinders them from using computer facilities successfully
6. Use bad language, or create anything I wouldn't want my teachers or parents to see, as this is no different from writing or saying these things in public
7. Create, show or send any items which are hurtful, upsetting or offensive to anyone else
8. Give personal details of myself, fellow-students or family (such as full names, addresses, phone numbers or postcodes) to a stranger
9. Pretend to be someone else, and give away his or her details

## **MONITORING**

The Council, through its employees, has the right to monitor any material that passes through their computer systems. The Council, or organisations such as Internet Service Providers or police may examine files, e-mails, records of Internet activity etc, without necessarily notifying the users of such systems. This can include recovering files that have been deleted by users. Usage of Internet and e-mail will be logged. Internet Audit will undertake regular monitoring of these logs in conjunction with ICT personnel. This monitoring will include, but not necessarily be restricted to the following:

- Attempts to access blocked sites
- Websites accessed
- Excessive Internet usage during school hours

I recognise that serious breaches of this agreement might lead to action by outside authorities, such as police. The fact that I did something in school does not protect me from the consequences of my actions.

***I understand that by signing this agreement, we (me and my parent/guardian) are confirming that we have read and agree to the conditions listed on this document.***

**Signed:** ..... (Pupil) **Date:** .....

**Signed:** ..... (Parent/Guardian) **Date:** .....