



Fairfield High School

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Student Acceptable Use Agreement

Fairfield High School believes that new technologies have become integral to the lives of children and young people in today's society. The internet, other digital information and communication technologies are powerful tools, which open up new opportunities to everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning.

This agreement is intended to ensure:

- Students will be responsible users and stay safe while using the internet and other communication technologies for education, personal and recreational use.
- The school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

Use of Equipment and other E-Technologies

- I am expected to treat ICT equipment carefully and not act in any way that might cause damage.
- I understand that the school ICT systems are intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I must report any faults or damage found to an ICT technician or teacher.
- Privately owned laptops must be registered with the Network Manager and I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- Mobile phones and camera phones will not be used in the classroom, unless permission is given by the teacher.
- I understand that if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.

Use of Email and Internet

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will not share my username and password nor will I try to use any other person's username and password.
- I will not search for, or display, any offensive or illegal material.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- I will not reveal personal details of myself or others in e-mail communication, or arrange to meet anyone without specific permission.
- 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.
- E-mail should only be used for work/educational purposes; it should not be used for personal e-mail.
- E-mail sent to an external organisation should be written carefully and authorised by a teacher before sending.
- I will be polite and responsible when communicating with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.
- I will not access social networking websites from the school network.

I am responsible for my actions, both in and out of school;

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and when they involve my membership of the school community (examples would be cyberbullying, use of images or personal information)
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ICT Acceptable Use Agreement for Students and Staff

Fairfield High School believes that effective use of ICT is essential in enhancing learning across the curriculum. Excellent use of ICT allows students to:

- Learn in an effective way
- Utilise the power of multimedia and interactivity to learn and motivate
- Gain access to a wide range of resources and research
- Communicate easily with teachers, students and people outside the school environment
- Present work in a professional manner
- Develop innovation and problem solving skills
- Overcome some additional educational needs.

However, there are potential dangers for students and staff. This policy has been written to ensure that ICT is used effectively whilst minimizing risk. Students and staff are advised and expected to take personal responsibility for their own use of ICT. Before using any school ICT equipment (or privately owned equipment) all students must complete this form and return it to the school. By signing this agreement students agree to abide by its rules. Should any of these rules be broken or there be any other cause for concern the school will take appropriate action. Where necessary the police and/or other authorities will be informed.

Use of Equipment

- Students are expected to treat ICT equipment carefully and not act in any way that might cause damage
- Students are to use equipment for work purposes
- Students are to report any faults or damage found to an ICT technician or teacher
- Privately own laptops must be registered with the Network Manager and must abide by the rules in this document.

Use of Email and Internet

- Students must not search for, or display, any material considered illegal or offensive
- Students must not undertake any deliberate act with the intent of avoiding network security procedures
- Students may only use approved e-mail accounts on the school system.
- Students should immediately tell a teacher if they receive an offensive e-mail.
- Students should not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- E-mail should only be used for work/educational purposes; it should not be used for personal e-mail.
- E-mail sent to an external organisation should be written carefully and authorised by a teacher before sending.
- The forwarding of chain letters and the sending of offensive or inappropriate e-mails is not permitted.
- Publishing anything to the Internet at school or elsewhere which causes offence or brings the school into disrepute may lead to an exclusion.
- Students must have suitable anti-virus software installed on their private ICT equipment.

Policy ratified by Governors: 12th December 2013

