



ACCEPTABLE USE AGREEMENT

Cyber safety is an important issue for all pupils. By the time pupils arrive in high school most pupils will already be regular and active users of digital technologies, including social media tools such as Facebook and Twitter.

PART A : SCHOOL PROFILE STATEMENT

Curro Thatchfield recognises the need for pupils to be safe and responsible users of digital technologies. We believe that teaching pupils about safe and responsible online behaviour is essential and that it is best taught in partnership with parents/guardians. We, therefore, request that parents/guardians work with us and encourage the use of safe and responsible digital technologies at home.

At Curro Thatchfield we

- support the rights of the school community to engage in and to promote a safe, inclusive and supportive learning environment.
- have a Code of Conduct that clearly states our school's values and the expected behaviour of our pupils, including actions and consequences for inappropriate behaviour.
- educate pupils to be safe and responsible users of digital technologies.
- raise the awareness among the pupils with regards to issues such as online privacy, intellectual property and copyright.
- supervise pupils when using digital technologies for educational purposes during school times;
- provide a filtered internet service but acknowledge that full protection from inappropriate content is not guaranteed.
- respond to issues or incidents that have the potential to impact on the wellbeing of pupils.
- know that some online activities are illegal and as such we are required to report these to the necessary authorities.
- will provide parents/guardians with a copy of this agreement.
- support parents/guardians in understanding the importance of safe and responsible use of digital technologies, the potential issues surrounding its use and strategies that can be implemented at home to support their children.

PART B : PUPIL DECLARATION

When I use digital technologies, I agree to be a safe, responsible and an ethical user at all times, by

- respecting others and communicating with them in an appropriate manner; never writing or partaking in online bullying e.g., forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours.
- protecting my privacy; not providing personal information, including my full name, telephone number, email address, address, passwords and photo images of myself.

- protecting the privacy of others; never posting or forwarding their personal or photo images of them without their consent.
- reporting to a staff member if I feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour.
- carefully considering the content that I upload or post online as this is often viewed as a personal reflection of who I am.
- investigating the terms and conditions of online content e.g. age restrictions, parental consent requirements etc. If my understanding is unclear, I will seek further explanation from a trusted adult.
- confirming that I meet the stated terms and conditions; and completing the required registration processes with factual responses about my personal details.
- handing ICT (Information and Communications Technology) devices with care and notifying a staff member if it is damaged or it requires attention.
- complying with copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references.
- not interfering with network and security systems, the data of another user or attempting to log onto the network with the user name or password of another pupil.
- not bringing to school or downloading unauthorised programmes.

In addition, when I use my personal mobile phone or computing device, I agree to be a safe, responsible and an ethical user at all times, by

- respecting others and communication with them in an appropriate manner; never verbally or in writing participate in bullying e.g. harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviour by forwarding messages, etc.
- keeping the device on silent or switched off during class time; only making or answering calls or messages outside of lesson times (except for approved learning purposes); respecting the privacy of others; only taking photos or recording sound or video at school when formal consent has been obtained or it is part of an approved learning situation.
- obtaining written consent from individuals who appear in images or sound and video recordings before forwarding them to other users or posting/uploading them to online spaces.
- refraining from gaining or attempting to gain unauthorised access to any computer system(s) for any purpose. Hacking or attempted hacking is a criminal offence under the Electronic Communication and Transaction Act, Act 25 of 2002.
- refraining from making changes to the installed software or hardware configurations.
- refraining from downloading and/or installing software on school equipment.
- understanding that there are computer viruses and taking measures not to spread these viruses via shared secondary storage media, email and software or documents copied over networks.
- agreeing that mobile devices connected to the school network must have antivirus software installed on them.

PART C : CONDITIONS OF USE OF COMPUTING DEVICES FOR LEARNING PURPOSES

1. Ownership

- Pupils are responsible to ensure that their devices are fully charged when coming to school in the morning.
- Parents/guardians and pupils must be aware that files stored on the device, or on the school's server, are not private.

2. Damage or loss of equipment

- Curro Thatchfield cannot be held liable for the loss/damage or theft of a device.
- Pupils must ensure that the device is safely stored in a classroom or locker etc.
- All devices and batteries are covered by the manufacturer's warranty. The warranty covers manufacturer's defects and the normal use of the device. It does not cover negligence, abuse or malicious damage.

- Any concerns, vandalism, damage, loss or theft of a device must be reported to the school immediately.
- In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school.
- If the device is damaged and the damage is not covered by the manufacturer's warranty, the parents must claim through their personal insurance to repair/replace the device.

PART D : PUPIL RESPONSIBILITY

The pupil is responsible for

- adhering to the School's Acceptable Use Agreement and Code of Conduct when using their device(s) at school.
- backing up the data regularly and securely.
- ensuring that the device is fully charged when coming to the school.

PART E : ACCEPTANCE OF ACCEPTABLE USE OF AGREEMENT

This Acceptable Use Agreement applies to all digital technologies, social media tools and learning environments established by Curro Thatchfield or accessed using school-owned networks or systems, including although are not limited to:

- School owned ICT devices (e.g. desktops, laptops, printers, scanners)
- Mobile phones
- Tablet PC's
- Laptops
- Email and instant messaging
- Internet, and Intranet
- Social networking sites (e.g. Facebook, SuperClubsPLUS)
- CSpace
- Video and photo sharing websites (e.g. Picasa Youtube)
- Blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Podcasts
- Video conferences and web conferences.

SIGNED BY PUPIL

Print name: _____

Signature: _____

Date: _____

SIGNED BY PARENT

Print name: _____

Signature: _____

Date: _____

