



Denbigh School

Acceptable Use of ICT for Students Agreement

2018 - 2021

ACCEPTABLE USE OF ICT AGREEMENT

Students at Denbigh School have access to a wide range of equipment and software to assist with their studies. As a result, the use of ICT, including the internet, the Denbigh Virtual Learning Environment, e-mail, video, cameras and other mobile technologies have become an important part of teaching and learning at Denbigh School. We expect all students to be safe and responsible when using any ICT. It is essential that students are aware of e-safety and know how to stay safe when using any ICT at School.

Your son or daughter will be able to access the internet and to correspond by e-mail with other students or staff at home or abroad. When they use e-mail, they will be acting as an ambassador for Denbigh School. Consequently, it is important that certain standards are maintained.

Any e-mail that your son or daughter sends must not contain material which could cause offence, either to any person in this country or in the country to which they are sending it. This means that they would not be embarrassed or offended if the e-mail was to be read by their teacher or by their parents. We also ask that if your son or daughter receives any offensive mail, they report it to either their Tutor or their Head of House, so that appropriate action can be taken. Equally, when using the internet, certain conditions apply. Your son or daughter should not visit or attempt to visit any site which could be considered offensive. Again, the yardstick is whether the School would approve of the material they are viewing. The internet access system we use filters, very carefully, which sites students can visit. However, it is not possible to offer a guarantee that all offensive sites have been blocked due to the nature of the internet.

We closely monitor both e-mail and web access and all students take part in lessons designed to assist them to stay safe whilst using the Internet. We should make it clear that we do not think that your son or daughter is likely to break any of the rules, but we feel it is important that you stress to your son or daughter the importance of not abusing the trust placed in them.

We therefore ask that you read and discuss this Agreement with your son or daughter – including the e-safety rules below – and that you reinforce how important it is that they stay safe online.

As a Denbigh School student, I agree to the following:

I will only use ICT systems in School, including the internet, e-mail, digital video, mobile technologies etc. for school purposes.

- I will not download or attempt to install software on School equipment.
- I will only log on to the School network and the Denbigh Portal with my own username and password.
- I will not reveal my username or passwords to anyone and will change my passwords regularly. (We recommend that you change your passwords at least once per term).
- When I am logged onto the School network I will only use my authorised School e-mail account to send messages. This means that whilst I am in School I will not attempt to use the School computers to send any messages via a private e-mail account or messaging service.
- I will make sure that all ICT communications with students, teachers or others are responsible, sensible and polite.
- I will be responsible for my behaviour when using the internet. This includes resources I access and the language I use.
- I will not browse, download, upload or forward material that could be considered by the School to be offensive or illegal. If I accidentally come across any such material I will report it immediately to a teacher.

- Whilst online I will not tell anyone any personal information such as my name, phone number and address or give out information about anyone else. I will not arrange to meet someone I make contact with online, unless this is part of a School project and approved by my teacher.
- If I take any images whilst on the School premises they will only be taken, stored and used for School purposes in line with the consents provided by my parents, and will not be distributed outside the School network without the permission of the School.
- I will ensure that my online activity, both in School and outside School, will not cause my School, the staff, students or others distress or bring the School into disrepute.
- I will ensure that any use of social media (including but not limited to Facebook and Twitter) will be appropriate and will not cause my School, the staff, students or others distress or bring the School into disrepute.
- I will respect the privacy and ownership of others' work online at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the internet and other related technologies are being monitored and logged and can be made available to my teachers and my parents.
- I understand that these rules are designed to keep me and all members of the Denbigh Learning Community safe and that if they are not followed School sanctions will be applied and my parent/carer may be contacted.

Parents/carers and students are asked to indicate their agreement to abide by these e-safety rules in Section G of the New Entrant Information Form included with this pack. A decision not to sign will result in the school restricting your son/daughter's access to our ICT facilities.

NB – If guidance contained within this policy should be in contradiction to the General Data Protection Regulations Policy (GDPR), then please default to the GDPR Policy for clarification.