

WATFORD GRAMMAR SCHOOL FOR BOYS



ACCEPTABLE USE AGREEMENT - PUPILS

Headmaster's signature

4/10/18

A handwritten signature in black ink, appearing to be 'I. J. ...', written in a cursive style.

Chair of Governors' signature

4/10/18

A handwritten signature in black ink that reads 'Stephen A. Nokes', written in a cursive style.

ACCEPTABLE USE AGREEMENT: STUDENTS

- I will only use ICT systems in school, including the internet, email, digital video, mobile technologies, etc. for school purposes.
- If I discover an unsuitable site, I will switch the screen off and immediately tell my teacher.
- I will not invite any member of the school staff to become “a friend” on social networking or similar types of sites.
- I will not download or install software on school technologies.
- I will only log on to the school network/ Learning Platform with my own user name and password.
- I will follow the schools ICT security system and not reveal my passwords to anyone and change them regularly.
- I will only use my school email address.
- I will make sure that all digital communications with students, teachers or others is responsible, appropriate and inoffensive. This is both inside and outside of school and includes all electronic communication such as social networking, twitter, video broadcasting, texting etc. If I feel bullied online then I know that it is important to tell my parent/ carer or a teacher and do not suffer in silence. I also know that there are sites such as Childline/ CEOP where I can get further help.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- I must seek permission from my teacher before I take, store and distribute images, audio or videos of students and/ or staff. These digital recordings must never be of an inappropriate or offensive nature. If asked to delete any digital recordings I will do so from all media (i.e. USB, home computer etc)
- 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 it into disrepute.
- I will respect the privacy and ownership of others’ work on-line 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 will be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer or even the police may be contacted.

- I will not bypass or attempt to bypass any of the security features provided at the school.
- I will not bring into school any illegal content, including pirated songs, movies, software, offensive material and will not try and share or distribute it further.
- I will change my password if I think someone else knows it.