



SWR STUDENT ACCEPTABLE USE OF ICT POLICY & AGREEMENT

Last Review:	July 2025
Committee:	Learning
Date Ratified:	15 July 2025
Next Review:	July 2027

This **Acceptable Use of ICT Policy** is intended to ensure that:

- you will be a responsible user and stay safe while using the internet and other communications technologies
- school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will be responsible for ensuring that:

- no student should be able to access another's files, without permission
- logs are maintained of access by students
- a safe and secure username / password system is in place

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password responsibly: I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating online.
- I will not disclose or share personal information about myself or others when online.
- I will immediately report any inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

I understand that everyone has equal rights to use technology as a resource and:

- 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 will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school ICT systems for online gaming, online gambling, internet shopping or file sharing,

I will act as I expect others to act toward me:

- 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 and permission.
- I will be polite and responsible when I communicate with others, I will not use insulting or inappropriate language and I appreciate that others may have different opinions.
- I will not create or distribute 'fake news' or similar malicious content on digital technology
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security of the technology it offers me and to ensure the smooth running of the school:

- **I will only use my personal hand held / external devices (mobile phones etc.) in school if I have permission.**
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will not use chat and/or social networking sites within school.

When using the internet for research or recreation I recognize that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)

You may use generative AI tools (e.g., ChatGPT, Copilot, or similar) **only when given permission by a teacher.**

- I will always use AI responsibly to support my learning, not to replace my own thinking or work.
- I will not use AI to complete assessments, homework, or coursework unless my teacher has given clear permission.
- I will reference use of AI when I have used it and explain its use.
- I will be responsible for checking that any information from AI is accurate, appropriate, and safe.
- I understand any misuse of AI (e.g., for cheating, bullying, or spreading false information) will be treated as a serious breach of this policy.

I understand that 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 where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).**
- I understand that if I fail to comply with this Acceptable Use Of ICT Policy Agreement, I will be subject to sanctions. This may include loss of access to the school network / internet, detentions, exclusions, contact with parents and in the event of illegal activities involvement of the police.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use of ICT Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

Student Acceptable Use of ICT Agreement Form

This form relates to the student Acceptable Use Policy (AUP), to which it is attached. Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) e.g. mobile phones, PDAs, cameras etc.
- I use my own equipment out of school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, VLE, website etc.

Name of Student

Group / Class

Admission Number
(Office)

Signed

Date



Sir William Romney's School

SWR PARENT/CARER ACCEPTABLE USE OF ICT POLICY & AGREEMENT

Last Review:	July 2025
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This Acceptable Use of ICT Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that students will have good access to ICT to enhance their learning and will, in return, expect the students to agree to be responsible users. A copy of the Student Acceptable Use of ICT Policy is attached to this permission form, so that parents/carers will be aware of the school expectations of the young people in their care.

Parents/carers are requested to sign the permission attached below to show their support of the school in this important aspect of the school's work.

Parent / Student Computer Acceptable Use Policy Agreement

Name of student _____ **Tutor Group** _____

I/we have read, discussed and accept the regulations governing the use of ICT.

I/we give our son/daughter permission to have access to the Network and other computing facilities and understand that failure to abide by the policy may result in the withdrawal of these facilities.

Signed _____ (Parent/Guardian)

Signed _____ (Student)

Date _____