

## ACCEPTABLE USE AGREEMENT - LEARNERS

### Acceptable Use Agreement/e-Safety Rules

1. I will only use ICT systems in Academy, including the internet, email, digital video, mobile technologies, etc. for Academy purposes.
2. I will only use Academy technologies/devices, including use of the internet, email, digital video, etc. for Academy purposes (including Academy devices used off site).
3. I will not download or install software on Academy technologies.
4. I will only log on to the Academy network/ Learning Platform with my own user name and password.
5. I will follow the Academy's ICT security system, will not reveal my passwords to anyone and will change them regularly.
6. I will only use my Academy email address while at the Academy or while using the Academy's equipment.
7. I will make sure that all ICT communications with students, teachers or others are responsible and sensible.
8. I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
9. 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.
10. 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 an Academy project approved by my teacher.
11. Images of students and/ or staff will only be taken, stored and used for Academy purposes in line with Academy policy and not be distributed outside the Academy network without the permission of the Principal.
12. I will ensure that my online activity, both in Academy and outside Academy, will not cause my Academy, the staff, students or others distress or bring it into disrepute.
13. I will respect the privacy and ownership of others' work on-line at all times.
14. I will not attempt to bypass the internet filtering system.

15. I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.

Delta/SAUP/IK/V1

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16. I understand that these rules are designed to keep me safe and that if they are not followed, Academy sanctions will be applied and my parent/ carer or the Police may be contacted.

Student Signature

I agree to follow this Code of Conduct and to support the safe use of ICT throughout the Academy.

Signature:

Date:

Full Name: \_\_\_\_\_ (printed) Year: \_\_\_\_\_

Loan Device Parental Agreement

1. When using devices loaned by Delta Academies Trust, I agree to the terms of the loan as agreed with the Academy.
2. I will ensure that Academy technologies/devices, including the internet, email, digital video, etc. are used only for Academy purposes.
3. I note that the device/s have limited filtering on them as the monitoring which usually takes place cannot be undertaken outside of the Academy.
4. I accept responsibility for monitoring the student's use of the loan devices as a parent/guardian.

Parent Signature

I agree to follow the above when loaning a machine from Delta Academies Trust and understand my responsibilities.

Signature: \_\_\_\_\_ Date:

Full Name: \_\_\_\_\_ (printed)

