



ST JOHN'S COLLEGE

ICT Acceptable Use Policy

This policy is intended to ensure:

- That our pupils will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- That school equipment is protected from accidental or deliberate misuse that could put the safety of others at risk.

St John's College will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

For my own personal safety:

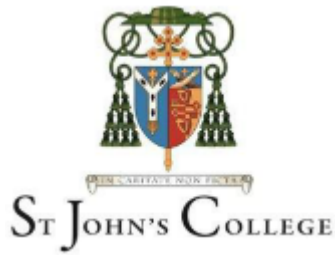
- I understand that the school will monitor my use of all school devices.
- I will keep my Google username and password safe and secure - I will not share it, nor will I try to use any other person's username and password.
- I will not attempt to use the school devices for online gaming, gambling, internet shopping, video sharing or social media such as Facebook, Instagram or Snapchat.
- I will switch off my mobile phone during school hours and not use it for any of the activities listed above.
- I will never attempt to view unsuitable, rude or illegal content. If I find anything by accident **I will report it to a teacher IMMEDIATELY.**
- When collaborating on Google documents I will always treat my classmates with respect.

For the safety of school ICT equipment:

- I will not consume food or drink in the ICT Room or when using ICT equipment.
- I will return any iPads, Chromebooks or other devices I borrow to the correct storage trolley and plug them in.
- I will always treat school equipment with care and respect, taking particular care when transporting devices between rooms.
- I will not attempt to alter system settings or desktop backgrounds on any device.
- I will not attempt to install any unauthorised software on a device.
- I will immediately report any damage or faults to the Head of ICT or appropriate member of staff.
- I will not interfere with WIFI routers around the school.
- I will only print work with the permission of a teacher and not waste paper or ink.

This agreement also applies to all personal ICT equipment brought to school by pupils for academic purposes.

I understand that access to school ICT equipment and the Internet is a privilege and that failure to comply with this agreement could result in disciplinary action.



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Pupil Acceptable Use Agreement Form

This form relates to the Acceptable Use Agreement 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.

I have read and understand the attached agreement and agree to its guidelines.

PUPIL SIGNATURE

NAME:

YEAR (eg: R12):

SIGNED:

DATE:

PARENT COUNTERSIGNATURE

NAME OF PARENT:

NAME OF STUDENT:

SIGNED:

DATE: