



## Language used in this Agreement

**ICT:** Information Communication Technology. Devices, computers and anything internet/web-based.

**eLearning:** The integrated use of ICTs to support or enhance learning.

**Device:** An FLT or school owned mobile computer/laptop/netbook/tablet used by a student temporarily or allocated to a student longer term.

**Digital Citizenship:** The positive, appropriate and responsible use of ICT.

**Focus Learning Trust and all Focus School campuses,** sites, ICT and digital resources.

The Campus Acceptable Use Agreement, Digital Citizen, Device and E-Learning for Secondary Students applies to all students using technology during school time and outside of school using any school equipment or school digital learning space.

## Students

**At all Focus Campuses and when using technology provided by or used for school I will ...**

### **Respect myself:**

- I will use school ICT equipment and resources (including online learning environments) for learning and educational purposes only.
- I will show respect for myself through my actions.
- I will consider the information and images I post online.
- I will not post or send unnecessary personal information about my life experiences.
- I will not be obscene.
- I will be confident and capable digital user where possible and I will ask for help when I need it.
- I will not copy the work of others and pass it off as my own (Plagiarise). When I use an idea from someone or somewhere else I will make reference to this in my work.

***I will be a good Digital Citizen.***

### **Protect Myself:**

- I will protect myself ensuring that the information I post or send will not put me at risk.

- I will not publish my personal details, contact details or a detailed schedule of my activities.
- I will not download or install software on school technologies.
- I will follow the school's ICT security systems and not reveal my passwords to anyone and will change them regularly.
- I will make sure that all ICT communications with other students, teachers or others is responsible and sensible.
- I will report any attacks or inappropriate behaviour directed at me.
- I will protect passwords, accounts and resources.
- I understand that emails and internet searches are monitored and may be accessed at any time for sharing inside and outside of school, including for legal reasons.
- I will only download/upload information useful for my learning.
- I will report any suspected breach of security to a responsible adult.
- I will not interfere with any ICT settings without being instructed by an adult including antivirus and safe search.
- I will save my work and log off when I leave a device or computer.
- I will only print material necessary for use on Campus for my learning. I understand that colour printing is expensive and that I may be charged for this.
- I will only use School email accounts and other School resources for communication. I understand that non-school accounts are not allowed on school devices and should not be used for student communication for any School business.
- Talk to my teacher or another adult if:
  - I need help online.
  - I am not sure what I should be doing on the internet.
  - I come across sites that are not suitable.
  - Someone writes/sends something I don't like or makes me and my friends feel uncomfortable.
  - I feel that the welfare of other students at the Campus is being threatened.

***I will be a good Digital Citizen.***

**Respect and Protect Physical and Intellectual Property:**

- I acknowledge that any equipment that I am given to use is and remains the property of the Focus Campus and that Focus and / or the Campus may access and/or monitor any use of the equipment (including browser history) at any time for my safety and the protection of the School.
- I will treat all ICT equipment with respect and know that I will be held responsible for any damage due to inappropriate use.
- I will request to use the software and media others produce.
- I will only use purchased, licensed or registered software that has been approved.

- I will act with integrity when using or distributing media.
- I will not distribute anything to others where I do not have specific permission to do so.
- **I will not bring any media (music/movies/clips etc.) to school on any device, portable storage facility or links to external/cloud storage. I will use School-provided ICT for learning purposes only.**

***I will be a good Digital Citizen.***

**When taking video/images using a Camera, computer or mobile device I will:**

- Only take photos and record sound or video during class when it is part of the learning in that lesson.
- Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers).
- Seek permission from individuals involved prior to publishing or sending photos, recorded sound or video to anyone else or to any online space.

## **Further Information**

### **The school's support for responsible and ethical use of technology**

At Focus Campus ICT is used as a tool to support and enhance learning. We see the internet and other digital technologies as valuable resources when integrated into good learning programmes. The Campus acknowledge that ICT must be used responsibly.

**At the Focus Campus we:**

- Reinforce School Values and Ethos when using technology and the internet.
- Encourage communication, collaboration and presentation using technology.
- Provide safe search for using the internet.
- Provide direction and support in internet activities and when using ICT for learning.
- Develop students Information Literacy and Digital Literacy through learning activities.
- Utilise technology for education.
- Work towards setting tasks that ask students questions to which they need to develop their own answer. This encourages deeper thinking beyond finding a simple copied and pasted answer from the internet.
- Provide support to parents through newsletter information/Community evenings.
- Appreciate input from home. You can contact your Campus Leadership team if you have any advice or information regarding your children and technology at a Focus Campus.

## Advice for Parents / Care Givers

Your child has been asked to agree to use ICT in a responsible way at school.

Parents should be aware that the nature of the internet means that full protection from inappropriate content cannot be guaranteed. Supervised or monitored use of technology is always recommended.

At all Focus Campuses computers, the internet and digital devices are used to support learning and teaching. At home it can be different but here are some recommendations to help.

### **At home we recommend you:**

- Make some time to sit with your child to find out how they are using ICT and who else is involved in any activities through email or other connections.
- Ask your child to give you a tour of their work and online spaces.
- Ensure your child is using any online spaces safely. If they have accounts other than their school account check that they set their details to 'private' as this will ensure they only connect with people that they want to connect with.
- Use only School email accounts and other School resources for communication. Non-school accounts are not allowed on school devices and should not be used for student communication for any School business.
- Have any device or computer with internet access in a shared place in the house – we recommend this is not your child's bedroom.
- Negotiate appropriate times for digital activities and have all devices switched off outside of those times.

Ask questions when your son/daughter shows you what he/she is doing:

- How does it work and how do you set it up?
- Can you block out people?
- Who else is sharing this space?
- Why is this so enjoyable? What makes it fun? What are you learning? Can you show me how to do that?
- Can you see any risks or dangers in the activity?
- What would you say to warn/inform a younger person who was going to start this activity?
- What are you doing to protect yourself or your friends from potential dangers?
- When and why would you inform an adult about an incident that has happened online that concerns you?

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**Please sign and return this page to the Campus Office.  
Retain the Agreement pages for reference and discussion**

**Students:**

**I have read and I will follow this agreement. I understand that my access to computers, the internet, devices and other technology may be withdrawn or restricted if I do not follow this agreement.**

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent / Care giver :**

- I agree to allow my child to use the internet and other ICT at school.
- I will contact the school if there is anything to discuss or that I do not understand.
- If there is a situation that concerns me, I will contact the school.
- I agree to take responsibility for my child's internet activity using my login to the Streamline 3 reporting and management console.
- I have set up a duplicate of my child's email account on my computer (Where provided by Focus Learning Trust - currently yr12/13 with other yrs to follow).

Parent name: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_