



**POLICY (Number: Niii)
PUPIL ICT RESPONSIBLE USE AGREEMENT**

PREAMBLE

This Acceptable Use Agreement applies to all technology resources brought onto the Somerset House campus. It is intended to act as a framework for the responsible and ethical use of technology, to protect the privacy and ensure the safety of our staff and pupils.

Somerset House's primary objective is to teach our staff and pupils to be responsible, confident and capable users of information and communication technology in the 21st Century. We feel that access to the tools and resources of a world-wide network, and an understanding of when and how these tools are appropriately and effectively used, is imperative to each pupil's education if they are to succeed in this global electronic age. We feel strongly that the tremendous value of information technology as an educational resource far outweighs its potential risks.

Given the exponential development of ICT, it is not possible to determine a hard-and-fast set of conditions and rules about what is, and what is not, acceptable. At Somerset House, we strive to inculcate a strong sense of accountability with regards to the use of ICT in our staff and pupils. It is intended that each staff member and pupil of Somerset House will:

- Be a critical, confident, capable and intelligent user of ICT
- Be literate in the language, symbols and texts of ICT
- Be able to demonstrate honesty and integrity in their use of ICT
- Be aware of the challenges presented by ICT and capable of managing them effectively
- Be able to relate to others in positive, meaningful ways through the use of ICT tools
- Be mindful of the concepts of intellectual property, privacy and freedom of speech in a digital world

RESPONSIBLE USE AGREEMENT

1. I will demonstrate honesty and integrity in my use of ICT by:

- only selecting user names that are appropriate
- carefully considering the information, commentary and images I post online
- always using appropriate language
- remembering that I am a representative of Somerset House on a world-wide system

2. I will demonstrate an awareness of the challenges of ICT by:

- protecting myself online by not revealing any personal details
- not sharing my login details with anyone else and keeping my passwords, accounts and on-line resources secure
- changing my password if I suspect that someone else has learned it
- ensuring that any images, information and materials I post online will not put me at risk
- reporting any inappropriate behaviour directed at me

3. I will show an understanding of what it means to relate to others in positive, meaningful ways by:

- not using electronic media to flame, bully, harass or stalk others
- not forwarding inappropriate material and communications
- shutting down and reporting any form of abuse
- not visiting sites that are degrading, pornographic, racist or inappropriate



4. I will be mindful of the concepts of intellectual property, privacy and freedom of speech in a digital world by:

- respecting intellectual property and requesting permission to use the resources of others
- correctly citing all uses of websites, books and any other sources or reference material
- checking the validity of information before circulating it
- not trying to access the private documents and folders of others
- not attempting to access, change, corrupt or destroy others' work
- using free and open source alternatives rather than pirating software and content
- not receiving, sending or distributing material that violates copyright laws.
- purchasing, licensing and registering all software

In signing this agreement, I undertake to act in a manner that is respectful to myself and others. I agree to behave in a moral and ethical manner at all times. I understand that failing to follow these guidelines will have serious consequences which could include:

- my access to the ICT resources at Somerset House being withdrawn
- further disciplinary action as specified in the Code Of Conduct, including suspension or expulsion
- in some cases, possible criminal prosecution.

Pupil's Name: _____

Parent's Name: _____

Pupil's Signature: _____

Parent's Signature: _____

Date: __/__/____

Date: __/__/____

Staff Member's Name: _____

Staff Member's Signature: _____

Date: __/__/____