Student Full Name …….. (print)

I understand that the school will monitor my use of the ICT systems, email and other digital communications. 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.

1. **For my own personal safety:**
   1.1. I understand I will not share my username or password, nor will I try to use any other person's username and password. I will not disclose or share personal information about myself or others when on-line.
   1.2. I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable using the school or CEOP reporting systems.
   1.3. I will be mindful when using digital technology, using it responsibly and safely with an awareness of my actions online.

2. **I understand that everyone has equal rights to use technology as a resource and:**
   2.1. That the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
   2.2. I will not try (unless I have permission) to action large downloads or uploads.
   2.3. I will respect school provided IT equipment; using it appropriately and respectfully at all times.

3. **I will act as I expect others to act toward me:**
   3.1. 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.
   3.2. I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
   3.3. I will not take or distribute images / videos of anyone without their permission.

4. **I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:**
   4.1. I will only use my own devices (iPads/mobile phones/USB devices etc) in school, when permitted and only for activities acceptable to school. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
   4.2. 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, apps or software that might allow me to bypass the filtering / security systems in place that prevent access to such materials.
   4.3. By using IT facilities or by connecting devices (own/school) to school systems I agree to the school using filtering and monitoring software (whilst connected to school systems) to ensure child safety and learning is focused upon in class.
   4.4. I understand that, by using tablet/portable devices at school (own/school owned), the school will add appropriate device management software to provide school specific configurations such as connectivity settings, application delivery and restrictions when used in a school context.
   4.5. If using school owned devices (e.g. loan iPads), I understand that the above may also be enabled if the device is taken off site
   4.6. I will not open any attachments or files, 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.
   4.7. 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 or gain access to IT systems which I know I am not permitted to access.

5. When using the internet for research or recreation, I recognise that:
   5.1. I should ensure that I have permission to use the original work of others in my own work
   5.2. Where work is protected by copyright, I will not try to download copies (including music and video).
   5.3. When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

6. **I understand that I am responsible for my actions, both in and out of school:**
   6.1. 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 (e.g. cyber-bullying, use of images or personal information).
   6.2. I understand that these rules are designed to keep me safe and if they are not followed, school sanctions will be applied and my parents will be contacted.

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the school. By signing this agreement you agree for the school to provide relevant and appropriate information to digital platform providers, in order to allow you to access school learning systems.

Conyers School uses G-Suite for Education, which is our online learning, communication and collaboration platform. As a parent, you give consent to your child using these services to support their education and learning needs.

Parent Signature ………………………………………………Parent Full Name (print) ………………………………………………………….. Date…………………….

Student Signature …………,……………………………………………………………………………Tutor Group……………………………Date: …………………….