

Digital Citizenship Agreement for Pupils



New technologies have become integral to our lives in today's society, both within schools and in our lives outside school. These technologies are powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Everyone should have an entitlement to safe internet access at all times.

This Agreement is intended to ensure:

- that we will all be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that the schools ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

Policy Agreement

I understand that I must use school ICT systems in a responsible way, to protect myself and respect others and ensure there is no risk to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the *school* will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password like my toothbrush - I will not share it, nor will I try to use any other person's username and password.
- I will be aware that I cannot trust people when I am communicating on-line because they may not be who they say they are. There is **Stranger Danger** on line too. I will not disclose or share personal information about myself or others when on-line.
- I will immediately report any unpleasant or inappropriate material or messages.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school ICT systems are intended for educational use. I will not use the systems for personal or recreational use unless I have permission to do so.

I will act as I expect others to act toward me:

- I will respect others' work and property
- I will be polite and responsible when I communicate with others.

- I will not take or distribute images of anyone without their permission.
- I understand that being a responsible digital citizen means that I have the same standards of relationships and behaviour in an online community as I do in the school community.

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:

- I will only use my personal hand held / external devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- 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 or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, I will not open any hyperlinks in emails or any attachments to emails, 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).
- 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.
- I will only use chat and social networking sites with permission and at the times that are allowed

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school will respond to incidents of inappropriate behaviour out with school as set out in our school policies.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be held accountable to the school.

Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

Digital Citizenship Agreement for Pupils Form

This form relates to the *child / young person* Acceptable Use Policy (AUP), 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. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in the school (when allowed) for example mobile phones, PDAs, cameras etc
- I use my own equipment out of the school in a way that is related to me being a member of this school for example communicating with other members of the school, accessing school email, VLE, website etc.

Name of Student / Pupil

Group / Class

Signed

Date

Parent / Carer Countersignature

Signed

Date

