

# Scarborough UTC

## Acceptable Use Agreement

# Scarborough UTC student acceptable ICT use

## Agreement/E-safety rules

- I will use the internet, e-mail, videos, mobile phones etc. only for college purposes.
- I will only use my college e-mail address.
- I will not download software to college systems.
- I will not share my passwords and will change them regularly.
- I will comply with the college's ICT security system.
- I will be responsible and sensible about ICT communications with students, teachers and other staff.
- I will be responsible for my online behaviour, including the use of resources and language used.
- I will not download, browse, upload or forward illegal or offensive material. If I come across this material I will report it to my teacher immediately.
- I will not share my own or other people's personal information like name, phone or address details, or arrange to meet somebody unless it is part of a college project approved by a teacher.
- Images of students and staff taken, stored and used in line with college policy, should not be distributed outside the college without permission and the person involved.
- My online activity, both within and outside college premises, will not cause distress to my college, or to staff or students.
- I will not deliberately upload images, text, audio, video or any other content which may cause offense to members of the college community.
- I will not attempt to infiltrate the college's internet system.
- I will respect the privacy and ownership of other's work.
- If I see something online that makes me feel uncomfortable, I will inform my class teacher.
- I understand my internet use can be monitored and the information made available to my teachers.
- I understand these rules are designed to keep me safe and that, if violated, college sanctions will be applied and my parent/carer may be contacted.

Dear Parent/Carer,

The use of ICT including the internet, e-mail, mobile phones, social networks etc. has become a crucial part of learning at college and we want all students to be safe and responsible while using these valuable resources.

Students are expected to discuss this agreement with their parent/carer and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with their class teacher or Mrs Ellis, the Interim Pastoral Manager.

Please return the bottom section of this form to college for filing.



**Parent/carer signature**

We have discussed the acceptable use agreement and.....(child's name) agrees to follow the e-safety rules and to support the safe use of ICT at Scarborough UTC.

Parent/carer's signature .....

Student's signature .....

Student's class ..... Date .....