



Launceston College

A Multi Academy Trust

Older students acceptable use policy

Adopted on	8 February 2021
Ratified by	Trust Board
Status	Ratified
Review period	Every 2 years
Review date	February 2023

Acceptable use of the school's ICT facilities and internet: agreement for older students

Name of student:

Year and tutor:

When using the school's ICT facilities and accessing the internet in school, I will:

- Use them only for educational purposes
- I will always use the school's ICT systems and internet responsibly and be polite to other users.
- I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others.
- Take appropriate care when opening any attachments or following links in emails.
- Keep my password secret and not share it anyone else or log in to the school's network using someone else's details
- Treat the school's ICT systems with respect.

I will not:

- Use them to break school rules
- Access any inappropriate websites or circumvent school systems.
- Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity)
- Use any inappropriate language when communicating online, including in emails
- Bully other people
- Share personal information about me or others online
- Take or share photos of others without their permission.

I understand that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I understand that the school can discipline me if I do certain unacceptable things at school or online, away from school.

Signed (student):

Date:

Parent/carer agreement: I agree that my child can use the school's ICT systems and internet. I agree to the conditions set out above for students using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

When communicating with the school via official communication channels, or using private/independent channels to talk about the school, I will:

- Be respectful towards members of staff, and the school, at all times
- Be respectful of other parents/carers and children
- Direct any complaints or concerns through the school's official channels, so they can be dealt with in line with the school's complaints procedure

I will not:

- Use private groups, the school's Facebook page, or personal social media to complain about or criticise members of staff. This is not constructive and the school can't improve or address issues if they aren't raised in an appropriate way
- Use private groups, the school's Facebook page, or personal social media to complain about, or try to resolve, a behaviour issue involving other pupils. I will contact the school and speak to the appropriate member of staff if I'm aware of a specific behaviour issue or incident
- Upload or share photos or videos on social media of any child other than my own, unless I have the permission of other children's parents/carers

Signed (parent/carer):

Date: