



I understand that I must use my laptop and 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. To the best of my ability, I will adhere to the following principles:

- I understand the academy is not responsible for loss of, or damage to, my laptop.
- My laptop is covered by adequate insurance, e.g. by a third party (e.g. home contents insurance)
- I understand my laptop must have up-to-date anti-virus software installed and active.
- I will ensure my laptop has adequate protection from damage, e.g. a case.
- I will only use my laptop in lessons when directed, or in agreement with, the class teacher.
- I understand my laptop should be protected by appropriate security, e.g. password or PINcode.
- I will not intentionally share my username or password, nor will I try to use any other person's username and password.
- I will not permit others to use my laptop whilst at school.
- I will not disclose or share personal information about myself or others when online.
- I will ensure my laptop is fully charged for the start of the school day.
- I will not leave my laptop unattended at any time, unless in my locker or in locked PE changing rooms.
- I understand I am bringing my laptop to school to support my learning. I will only use it for personal or recreational use at break or lunchtime, and only in accordance with the acceptable use and behaviour policies.
- I understand the school ICT systems are intended for educational use and I will not use the system for online gaming, online gambling, internet shopping, or accessing social networking sites. I will not use the system to download very large files that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not bring into school any content that is offensive, age inappropriate or illegal. I understand that, if I do, I will be required to remove the content. I also understand that misuse of the internet could be in breach of civil and criminal laws, and I may be held responsible.
- I understand that the academy will monitor my use of its ICT systems, email and digital communications.
- I will not download software or inappropriate material from any connectable device in school. At school, I will only access the internet via the school wifi network and not by any other means.
- I will not try to use any programs or software that might allow me to bypass the filtering/security systems in place to prevent access to inappropriate or harmful material.
- I will not open 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 programs.
- I understand that my laptop account and any system misuse from my laptop is my responsibility.
- I will respect other's work and property and will not access, copy, remove or otherwise alter any other user's files, without their knowledge and/or permission.
- 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.
- I will not take or distribute recordings or images of anyone without their permission.
- I understand that the school has the right to take action if I am involved in incidents of inappropriate behaviour when I am out of school and where they involve any membership of the school community, e.g. cyber-bullying, use of images or personal information.
- I understand that if I fail to comply with this agreement, I may be subject to disciplinary action, in line with our Behaviour Policy, and in the event of illegal activities, involvement of the police.

Student Name: _____ Mentor Group: _____

Laptop make/model: _____

I have read and agree to the terms set out above.

Signed (student): _____

Date: _____

Signed (parent/carers): _____

Date: _____