

ADNOC Schools

Pupil Acceptable Use Agreement for Technology Access and Usage

Please complete the sections on this 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 IT systems.

| |
|---|
| <p>For my own personal safety:</p> <p>I understand that the school can monitor my use of the IT systems, email and other digital communications.</p> <ul style="list-style-type: none"> • 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 not disclose or share personal information about myself or others when on-line. • I will remember the safety messages my school have given me about staying safe online when I am communicating using technology and I will THINK before I post. |
| <p>I understand that everyone has equal rights to use technology as a resource and:</p> <ul style="list-style-type: none"> • I understand that the school IT 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. |
| <p>I will act as I expect others to act toward me:</p> <ul style="list-style-type: none"> • 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. • I will be polite and responsible when I communicate with others • I will not take or distribute sound/audio, images or video of anyone without their permission. |
| <p>I will be a responsible member of the school community:</p> <ul style="list-style-type: none"> • 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. • I understand the risks and will not try to upload, download or access any materials which may cause harm or distress to others. • I will not use any programs or software that might allow me to bypass the filtering and security systems in place to prevent access to such materials. • I will not install or attempt to install programs of any type on a machine, or store programs on a computer, nor will I try to alter computer settings. |
| <p>When using the internet for research or recreation, I recognize that:</p> <ul style="list-style-type: none"> • 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 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, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me. |
| <p>I understand that I am responsible for my actions, both in and out of school:</p> <ul style="list-style-type: none"> • I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behavior, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information). • I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network and internet, detentions, suspensions and contact with parents. |

Student / Pupil Acceptable Use Agreement Form:

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

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

| | |
|--------|-----------|
| Name | Signature |
| School | |
| Date | |