



Pupil Conduct Form and ICT Acceptable Use Policy

Pupil Name _____

Form _____

Before you commence using the school computer network and accessing Office 365 for remote learning, you are required to agree to our updated Pupil Conduct and Acceptable Use Policy, which details the rules that you are expected to follow at all times. Please read the following information and sign in the space provided to accept the terms.

- I will only access the Office 365 and the computer network system with my own username and password, which I will keep a secret from others.
- I will not enter or tamper with another user's personal use area or access other pupil's files.
- I will use the computers and Office 365 for school work and homework only. I will use my school email account for school work only and not to communicate to my friends.
- When using email I will only contact people my teacher has approved. The language used will be neither rude nor offensive. The messages I send will always be polite and responsible.
- I will only store files on the system for use with my school work. I will not store images, music, and video for any other purpose and all files that are stored are legal and appropriate.
- I will not give my personal details or details of others out on the internet without consent from my parent, carer or teacher.
- I will report any unpleasant material or messages that are sent to me to a member of school staff.
- I understand that the school may monitor and check my files, email account, internet history, and computer activity at any time.
- I am aware that live lessons will be recorded for monitoring purposes.
- I will not involve myself in any form of cyber bullying.
- I will not breach the security systems put in place to protect the school network.
- I am responsible for the backup and safety of my own files. School backups are taken regularly, but these are a last resort.
- I understand that my parents will be informed if I break any of these rules and sanctions may be issued depending on the severity of the breach.
- During remote learning I will be available to learn remotely during the school day from 08:50 -15:05
- During remote learning, I will ensure school work is completed on time, to the best of my ability and submitted to the class teacher.
- I will follow the school behaviour policy at all times during remote learning.
- I will report any technical difficulties to my teacher during remote learning.
- I will maintain the upkeep and take care of any equipment and/or resources that the school allows me to borrow during remote learning.
- I will ensure I wear suitable clothing during live lessons.
- I will join the online lesson ready with the correct books, equipment and any other resources requested by the teacher ready to take part.
- I will ensure I am situated in a suitable 'public' area within the home with an appropriate background.
- I will use appropriate language during online remote learning lessons.

- I will not record, store, take pictures or distribute any video material/ part of the online lesson outside of the live lesson.
- I will mute my microphone at all times, unless granted permission from the teacher to unmute.
- I will, if possible wear a headset/headphones.
- I will report any safeguarding concerns to school including any upsetting content, incidents of online bullying.

I have read this policy and agree to follow it. If I do not understand part of the policy and how it applies to me, I will ask a teacher or technician for help.

Name (please print)

Form:

Signature:

Date: