

# Secondary Acceptable Use Policy & Office 365 User Agreement

Dear Parent/Carer and Student

ICT including the internet, learning platforms, e-mail and mobile technologies have become an important part of learning in our school. It is essential that all students are safe and responsible when using any ICT. Students are expected to read and discuss this agreement with their parent or carer and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with their class teacher or Deputy Executive Headteacher.

Please return the attached section of this form to the College for filing.

- I will only use Academy ICT systems, including the internet, e-mail, digital video, mobile technologies, etc. for learning purposes.
- I will not download or install software on Academy equipment.
- I will only log on to the school network/Learning websites with my own user name and password.
- I will not reveal my passwords to anyone and will change them regularly.
- I will respect the privacy and ownership of others' work on-line at all times.
- I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible.
- I understand that the sending of inappropriate email or text messages between any member of the Academy community is not allowed.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring it into disrepute.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material (including images, video, sounds or text) that could be considered offensive or illegal or that upset or offend any member of the school community. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not attempt to bypass the school internet filtering system.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- Images of pupils and/or staff I have taken in school or in relation to a college activity will only be stored and used for school purposes in line with school policy. They will not be distributed outside the school network without written permission from the person in the image and the school.
- I will not eat or drink in an ICT suite or near a computer / laptop. If I require water I will stand away from the desk(s) to drink it.
- I will not connect any device to an academy computer or laptop unless that device has been provided by my teacher.
- I will not disconnect or adjust any cabling or connectors. If there is a problem with a computer or laptop I will ask my teacher if I should fetch an ICT technician.
- I will not attempt to repair any computer or laptop myself. Any damage or irregularity should be reported to my teacher who will then advise the ICT technicians.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions may be applied and my parent/carers may be contacted.

# Office 365 for Student Use

Microsoft Office 365 and the related technologies such as cloud based sharing are expected part of our daily working life in the school. This policy is designed to ensure that all students are aware of their responsibilities when using Microsoft Office 365. All students are expected to sign this policy and adhere at all times to its terms. Any concerns or clarification should be discussed with the Deputy Executive Head teacher.

This agreement applies to Microsoft Office applications that you download and install – as well as to Cloud based services accessed via your Academy email account. The specific application names may change from time to time.

## **General**

- Office 365 digital licenses are available to Students who are enrolled as a full time Student at the Academy. References to "End-User" below relates to the student named in this agreement.

## **Grant of License**

- The License is non-exclusive, non-perpetual, and is not transferable.
- The End User will not rent, lease, lend, resell, or make available access to the software to any third party.
- The End User may install and use the software on up to 5 End User devices on which they are the primary user. The license code is personal to the end user and must not be shared or published such that any other person can use it. The license granted under this agreement may not be used for business purposes or for profit. The software can be used by other members of the household for personal administrative purposes.
- The End User's right to use the software ends when the End User's right to use the Online Service terminates or expires, or when the Academy no longer supports the software, whichever comes first. To clarify, your right to use the software and license terminates at the end of your period of education. The End User must uninstall the software when the End User's right to use it ends. The Academy may also disable the software at any time.

## **Microsoft**

- Microsoft may provide Internet based services with the products. It may change or cancel the services in whole or in part at any time.
- At expiration, the Office applications enter a reduced-functionality mode, which means documents can be viewed but it isn't possible to edit or create new documents. In addition, online services associated with the school email address, for example Office Online and OneDrive, will no longer be usable.
- Microsoft may terminate the program at any time. Upon termination the software may enter reduced functionality mode or may fail to open at all. The academy has no control over Microsoft and cannot predict how long the benefits of this program will remain available. As you have agreed above that the software may not be used for business purposes or for profit – you also accept the Academy cannot be held responsible in any way for any financial losses or loss/damage to your equipment or data arising from the use of or inability to use – or results obtained through use of software provided under this program. This applies whether or not the Academy has had an opportunity to advise you of the potential termination.

## **Privacy.**

- Personal data collected through the Online Service may be transferred, stored and processed in the United States or any other country in which Microsoft or its service providers maintain facilities. By using this Online Service, the End User consents to transfer of personal data outside of the End User country of residence.

# Secondary Acceptable Use Policy & Office 365 for Student Use Agreement: **Reply Slip – Please return to Admin Office**

## Student and Parent/Carer Acceptable Use Agreement Signature

I/ We have discussed this ICT acceptable use agreement and \_\_\_\_\_  
(student name) agrees to follow the eSafety rules and to support the safe and responsible use of ICT at Chulmleigh Academy.

We understand that the school will take every reasonable precaution to ensure that young people will stay safe on the internet and this includes providing e-safety information, monitoring use and filtering internet access. However the school cannot ultimately be responsible for the nature and content of materials accessed on the internet and/or through use of mobile technologies.

X

X

Student Signature

Parent/ Carer Signature

Date: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

Year Group: \_\_\_\_\_

## User Signature for Office 365

I understand that this acceptable use agreement applies to my use of Office 365 and also applies to my use of Academy ICT systems and equipment out of school, and to my personal equipment if used in school or when being used in relation to my Academy education.

I understand that if I fail to comply with the acceptable use agreement I could be subject to sanctions. This could include a warning, a suspension, and in the event of illegal activities the involvement of the police.

I agree to follow this acceptable use agreement and to support the safe and secure use of ICT throughout the Academy

X

Student / Parent Signature

Date: \_\_\_\_\_

Full Name \_\_\_\_\_(printed)

I am a (please circle):                      Student                      Parent/Carer

If Parent/Carer is signing: Full name of student: \_\_\_\_\_