



**BRIGANTIA**  
LEARNING TRUST

Creating Excellence Together,  
through a culture of care

# ACCEPTABLE USE AGREEMENT

June 2024





## Document Control

<b>Title:</b>	Acceptable Use Agreement
<b>Policy Lead:</b>	COO
<b>Category:</b>	IT
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<b>Annual Agreement:</b>	Yes

## Review

Date:	Version:	Author:	Revisions:
20/02/2023	1	SM	
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## Contents

ICT Acceptable Use Agreement - Foundation.....	4
ICT Acceptable Use Agreement - KS1.....	5
ICT Acceptable Use Agreement - KS2.....	6
ICT Acceptable Use Agreement - KS3, KS4.....	7
ICT Acceptable Use Agreement - Post 16 .....	9
ICT Acceptable Use Agreement – Staff .....	10
ICT Acceptable Use Agreement – Visitors.....	11



## ICT Acceptable Use Agreement - Foundation

This agreement is a summary of the ICT Acceptable Use Policy. The Policy should be read and explained by an adult.

As the Policy states, the Trust provides you with safe, reliable, and useful ICT resources that will help you make the most of your learning opportunities. This comes with responsibilities.

**I agree that I will:**



Only use the internet when an adult is with me



Always ask an adult if I get lost on the internet



Take care of devices and tell an adult if something goes wrong



Tell an adult if I see something I don't like on screen



I know that if I break the rules, my parents will be told, and I might not be allowed to use a computer for a while

**My teacher has explained what these rules mean.**

**Write your name to show that you agree to keep these rules.**

Name: \_\_\_\_\_

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



## ICT Acceptable Use Agreement - KS1

This agreement is a summary of the ICT Acceptable Use Policy. The Policy should be read and explained by an adult.

As the policy states, the Trust provides you with safe, reliable, and useful ICT resources that will help you make the most of your learning opportunities. This comes with responsibilities.

### I agree that I will:



Keep my passwords secret



Only click on icons and links when I know they are safe



Tell an adult if I see something I don't like on screen



I will not tell anyone about myself online (this is my name, home or school address, school name etc.)



Not upload pictures or digital images of myself or others without an adult's permission



Only write friendly and polite messages and not reply to upsetting messages

**My teacher has explained what these rules mean.**

**Write your name to show that you agree to keep these rules.**

Full Name: \_\_\_\_\_

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



## ICT Acceptable Use Agreement - KS2

This agreement is a summary of the ICT Acceptable Use Policy. The Policy should be read and explained by an adult.

As the policy states, the Trust provides you with safe, reliable, and useful ICT resources that will help you make the most of your learning opportunities. This comes with responsibilities.

### I agree that I will:

- Always keep my passwords a secret
- Only visit websites that are appropriate to my work, or those my teacher has said I can go on
- Show a responsible adult if I get a nasty message or get sent anything that makes me feel scared or uncomfortable
- Always keep my personal details private (my name, family information, journey to school, my pets and hobbies are all examples of personal details)
- Always check with a responsible adult or my parents before I show photographs of myself
- Be responsible, sensible, and polite when communicating online, or sharing work with others
- Only communicate with people I know, or those approved by the School or the Trust
- Not say nasty or hurtful things about anyone online
- Not open any attachment, or download a file, unless I know and trust the person who has sent it
- Not give my mobile phone number to anyone who is not a friend
- Only use mobile phones and devices when my teacher tells me I can
- Not take pictures in school on my mobile phone or mobile device

I know that my use of computers can be checked and that my parent or carer will be contacted if a member of staff is concerned about my online safety.

Finally, I know that once I post a message or anything on the internet, it is completely out of my control.

**I understand that if I do not follow these rules and other guidance, then I may not be allowed to use the internet or any of the Trust's computers and may be in serious trouble.**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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



## ICT Acceptable Use Agreement - KS3, KS4

This agreement is a summary of the ICT Acceptable Use Policy. You should have read the full policy with a teacher before signing this agreement. If you need any assistance with understanding anything in the policy or this agreement, staff will be happy to explain it to you.

As the policy states, the Trust provides you with safe, reliable and useful ICT resources that will help you make the most of your learning opportunities. This comes with responsibilities.

### What does this mean?

- I will take responsibility for my own use of all technology made available to me, making sure that I use it safely, responsibly, and legally
- I will only access computer systems using my own login and password which I will keep secret and I will not try to use any other person's username and password
- I will not attempt to change any settings or install any software/hardware on equipment or network infrastructure without permission. I will ask permission from a member of staff before downloading files or resources from the Internet
- I will not attempt to bypass any security, filtering or monitoring systems used by the Trust. They are there for my protection and safety. If I feel a legitimate resource is being accidentally blocked, I will speak to a member of staff
- With the exception of BYOD (Bring Your Own Device) or Guest networks, I will not connect any personal equipment such as mobile phones, cameras or media players to the Trust ICT systems, or attempt to access the Trust network from any personal equipment, unless I have permission from a member of staff
- I will be aware of "stranger danger" when I am communicating on-line. I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- I will not use mobile phones, cameras or other electronic devices to take, publish or circulate pictures or videos of anyone.
- I will not use the Trust ICT systems or devices for on-line gambling, internet shopping, online gaming, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so
- Following copyright law, I will always acknowledge the source of information (words, images, etc.) I use. I will not copy other people's work and pass it off as my own (plagiarism)
- I will use electronic communication responsibly and always be polite and respectful. I will only use communication methods that are approved by the Trust. I will never use ICT for bullying or harassing others or in a way that will bring the Trust into disrepute
- Any messages I send or posts I make to websites, in or out of learning time, should not cause distress to staff, pupils or other people, and must not bring the Trust into disrepute
- I will report to a member of staff immediately, if I encounter any content or communications that is illegal or causes distress to anyone, including myself

**I have read and understood the above statements and I agree to comply with the Brigantia Trust's rules for use of ICT facilities and the internet.**

**I understand that failure to do this could result in the loss of my access rights to these facilities or the internet, along with further sanctions for serious misuse.**



Print Name:

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Signature:

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Date:

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## ICT Acceptable Use Agreement - Post 16

This agreement is a summary of the ICT Acceptable Use Policy. You should read the full policy before signing this agreement. If you need any assistance with understanding anything in the policy or this agreement, staff will be happy to explain it to you.

By signing this document, you are agreeing to:

- Act responsibly, safely, and legally when using ICT systems
- Never give your password to anyone else, or allow anyone else to use your login
- Never attempt to bypass any restrictions that are put in place by the Trust
- Alert any member of staff if you have concerns, or are unsure, about any aspect of ICT use
- Abide by the ICT Acceptable Use Policy for Children & Young People Within Brigantia Learning Trust (copy of policy issued)

If you fail to meet the expectations of the ICT Acceptable Use Policy, you may be subject to disciplinary action.

Print Name:

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Signature:

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Date:

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## ICT Acceptable Use Agreement – Staff

This agreement is a summary of the ICT Acceptable Use Policy. You should read the full policy before signing this agreement.

By signing this document, you are agreeing to:

- Act responsibly, safely, and legally when using ICT systems
- Maintain a professional image online
- Never give your password to anyone else, or allow anyone else to use your login
- Never attempt to bypass any restrictions that are put in place by the Trust
- Abide by the Brigantia Code of Conduct for staff, paying particular regard to the policy guidance on student/pupil contact
- Abide by the ICT Acceptable Use Policy for Staff Within Brigantia Learning Trust (Copy of policy issued)

If you fail to meet the expectations of the ICT Acceptable Use Policy, you may be subject to disciplinary action.

Print Name:

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Signature:

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Date:

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## ICT Acceptable Use Agreement – Visitors

By signing this document, you are agreeing to:

- Act responsibly, safely, and legally when using Trust ICT systems
- Never give the credentials assigned to you, to anyone else, or allow anyone else to use your login
- Never attempt to bypass any restrictions that are put in place by the Trust
- Never attempt to make digital contact with a student/ pupil.
- Alert any member of staff if you have concerns, or are unsure, about any aspect of ICT use

If you fail to meet the expectations of this agreement, your access may be withdrawn, pending investigation and possibly further action.

Print Name:

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Company:

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Signature:

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Date:

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