



Acceptable Use Agreement for Pupils in KS3 and above

(Please note: Both parent and child must sign this agreement on page 3 and return to the academy).

I understand that I must use MEPA Academy 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. I agree to:

Use of Internet

- The use of internet is part of the curriculum and is a necessary tool for learning.
- The internet is a part of everyday life for education, business and social interaction.
- MEPA Academy has a duty to provide pupils with quality internet access as part of their learning experience.
- Access levels to the internet will be reviewed to reflect the curriculum requirements and the age of the pupils.
- All internet connections have a filter applied to them to restrict inappropriate material and this is monitored daily. This system is continuously being reviewed and improved.
- If a pupil accidentally or otherwise accesses inappropriate materials, the pupil is expected to report this to an appropriate member of staff immediately and take action to minimise the screen or close the window.

Use of E-Mail

- All pupils will be issued with a school email account, the format for this will be the year of entry, first name dot surname. For example, **firstname.surname@mepacademy.com**
- Pupils must not reveal personal details of themselves or others in emails.
- Staff will only use official school provided email accounts to communicate with pupils and parents.
- Access in school to external personal email accounts may be blocked.
- The e-mail system has a password policy, your password must be 8 characters or longer and contain at least one number and one upper case letter.
- Your password must be kept a secret and not be shared with anyone or written in your 360
- Pupils should immediately tell a teacher if they receive an offensive email.
- E-Mail should only be used for work/educational purposes, and it should not be used for personal e-mail.

Use of Microsoft Teams including live contact in groups

- This uses your email address and password to login; this must not be shared with anyone else
- Pupils must not reveal personal details when using this software
- Inappropriate language or conduct on the system will not be tolerated
- All activity is monitored by the school, and access will be revoked if misused
- The software is only to be used for schoolwork
- The software must only be used for contacting school staff
- Pupils must not video call each other or record any of the live events or forward any data from the online sessions.
- Pupils must not have any mobile phones or other devices on during live sessions
- Pupils must not unmute themselves unless instructed to do so
- Pupils must be suitably dressed, and parents ensure any background images are acceptable for viewing by other pupils and staff.

- MEPA Academy pupils should remain on mute and not be visible for the duration of the 'live' session unless otherwise instructed by the teacher.

Personal Safety

All pupils and parents will sign an Acceptable Use Agreement

- I understand that MEPA Academy will log and monitor my use of computers, devices and my digital communications and may record any live sessions.
- I will keep my school network and email username, password safe and secure. I will not share it, nor will I try to use another pupil's account.
- I will not leave any school device, or device connected to the school's network logged on for others to use.
- I will not give out personal information about myself or others that could be used to identify me, my family or friends. (Information such as addresses, telephone numbers, email, information about my school or my age).
- I will never arrange to meet someone I have only ever previously met online
- I will only use school computers and devices as directed. I will not use school devices for on-line gaming, gambling, shopping nor sites I know to be unsuitable.
- I understand that some websites and social networks have age restrictions, and I will respect this.
- I understand that once something is posted online or written in an email it has a permanence that is not like something that is said. It can be repeated, searchable and can be copied out of context.
- I understand that I have to take responsibility for my actions online and I should consider my reputation but also the reputation of others and MEPA Academy.
- If I see anything unpleasant, inappropriate or I receive a message I do not like, I will talk to an adult at the school.
- I will not take or distribute images of anyone without their permission.
- MEPA Academy also ensures that all pupils have e-safety training and that they must adhere to it.

Device Security

- I understand if I do use my own devices in school, I will follow the rules set out in the agreement, in the same way as if I were using school equipment.
- I will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or upset others.
- I will not use any programs or software that might allow me to bypass the filtering systems.
- I will report immediately any damage or faults involving school equipment or software; however, this may have happened.
- I will not open a hyperlink in any email or attachment to an email if I have any concerns about it or think it may contain a virus or other harmful programs.
- I will not install, attempt to install or store programs or software on any school device, nor will I try to alter computer settings.

E-Safety Websites

www.thinkuknow.co.uk/parents

<http://www.nspcc.org.uk/onlinesafety>
www.internetmatters.org
www.saferinternet.org.uk
www.childnet.com

KS3 and above Acceptable Use Form

This form relates to the Pupil Acceptable Use Agreement, to which it is attached.

Please date and sign below to show that you have read, understood, and agree to the rules included in the Acceptable Use Agreement.

I understand that if I do not sign and return this agreement, access will not be granted to school ICT systems, and I will not be able to participate in any remote learning/support conferences.

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

- I use MEPA Academy systems and devices (both in and out of school)
- I use my own devices in school (when allowed)
- 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 (virtual learning environment), website etc.
- I understand that deliberate abuse or damage of school equipment will result in parents/carers being billed for the replacement costs of the equipment.

And I know that if I fail to comply with this Acceptable Use Agreement, I will be subject to disciplinary action. This may include loss of access to MEPA Academy network / internet, detentions, exclusion, electronic contact with parents/carers and, in the event of illegal activities, involvement of the police

Name: Class:

Signed (Pupil): Date

I have read through and discussed this Acceptable Use Agreement with my child. I understand that I need to check that participation in any remote learning/contact will not incur any unexpected costs such as mobile access data charges and that the school cannot be held responsible if any charges are applied. I understand and give my agreement that on line conferencing may be recorded and if it is will be done safely in line GDPR regulations.

Signed (Parent/Carer): Date:

Please also refer to Linked Policies:

- Behaviour Policy
- Anti-Bullying Policy
- E Safety Policy
- Child Protection Policy