

Acceptable User Agreement for Digital Technologies

Dear Parent / Guardian

Ormiston Park Academy commits to providing students with high quality digital access (including Internet) as part of their learning. All e – based learning will be planned and investigated to enrich and extend learning activities to allow students to have a choice in what they learn and how they learn it.

It is however, a government requirement that parents / guardians sign an Acceptable User Agreement to allow their son/ daughter to use digital technologies at Ormiston Park Academy and that students understand the rules and responsibilities when using these digital technologies.

- I will only use my login and password, which I will keep private
- When I leave my workstation I will either log off or lock my computer
- I will not bring illegal or inappropriate files into school
- I will only use the schools computers and digital equipment for schoolwork and homework
- No technologies that I bring into school will be used to bring the school or its members into disrepute
- No communication devices whether school provided or personally owned will be used for the bullying or harassment of others in any way.
- I understand that I must seek permission from staff to use technologies to capture images of other students or staff and that downloading these images without consent is illegal.
- I will only use email as a structured part of learning, and the messages that I send will be polite and sensible.
- To protect others and myself I will inform a member of staff if I see any site I consider to be inappropriate or any digital activity that makes me uncomfortable
- I understand that all network activity and online communications are monitored; this does also include checking files that I have saved on school computers
- I understand that if unacceptable use is suspected or tracked that enhanced monitoring and procedures may come into action, including the power to check and or/ confiscate personal technologies.
- I understand that if I use digital technologies inappropriately I will have my internet access suspended for a period of time or terminated permanently
- A failure to comply with any of the above will result in disciplinary action.

Please sign and return the slip attached approving the Acceptable User Agreement of Digital Technologies (including the Internet). A failure to sign and complete the form will result in your son/ daughter being denied access to Digital Technologies.

If you do have any question concerning the use of Digital Technologies at Ormiston Park Academy then please do not hesitate to contact us.

Yours faithfully

Mrs L Fenton-Hawes
Head of Year 6/7 and Transition



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I accept that ultimately that Ormiston Park Academy cannot be held responsible for the nature and content of material accessed through Digital Technologies (including Internet), but I understand that Ormiston Park Academy will take every reasonable precaution to keep students safe and to prevent students from accessing inappropriate materials. These steps include using an educationally filtered service, employing appropriate teaching practice and teaching e – safety skills to pupils

I **do give** permission for my son / daughter to use Digital Technologies (including the Internet) at Ormiston Park Academy and confirm that he / she understands the rules when using these technologies

I **do not** give permission for my son / daughter to use Digital Technologies (including the Internet) at Ormiston Park Academy

Pupil's Name _____

Pupil's Signature _____

Date _____

Parent / Guardian Signature _____

Date _____