



# Leigh Academy Rainham

## Leigh Academy Rainham Acceptable Use of Technology (Including Chromebook Use)

**I understand that this Academy Acceptable Use Policy will help keep me safe and happy online at home and at school.**

- I know that the academy computers, tablets, laptops, and internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I am not sure if something is allowed, I will ask a member of staff.
- I know that my use of the academy computers and devices, systems and on-site internet access will be monitored to keep me safe and ensure policy compliance.
- I have read and understood the academy's expectations with regards to use of personal devices, including Chromebooks
- I will keep my password safe and private as my privacy, the academy work and safety must be protected.
- If I need to learn online at home, I will follow the academy remote learning AUP.
- I will write emails and online messages carefully and politely as I know they could be forwarded or seen by someone I did not intend.
- I will only use social media sites with permission and at the times that are allowed.
- I know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place, with a trusted adult present.
- I know that bullying in any form (on and offline) is not tolerated and I know that technology should not be used for harassment.
- I will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the academy community.
- I understand that it may be a criminal offence or breach of the academy policy to download or share inappropriate pictures, videos, or other material online. I also understand that it is against the law to take, save or send indecent images of anyone under the age of 18.
- I will protect my personal information online.

- I will not access or change other people's files, accounts, or information.
- I will only upload appropriate pictures or videos of others online and when I have permission.
- I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources.
- I will always check that any information I use online is reliable and accurate.
- I will make sure that my internet use is safe and legal, and I am aware that online actions have offline consequences.
- I will only change the settings on the computer if the IT services has allowed me to.
- I know that use of the academy ICT system for personal financial gain, gambling, political purposes, or advertising is not allowed.
- I understand that the academy internet filter is there to protect me, and I will not try to bypass it.
- I know that if the academy suspects that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices.
- I know that if I do not follow the academy AUP then:
  - My access to technology could be suspended
  - I may receive a consequence in line with the academy's behaviour policy/code of conduct
- If I am aware of anyone trying to misuse technology, I will report it to a member of staff.
- I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared, or uncomfortable.
- I will visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) [www.childnet.com](http://www.childnet.com) and [www.childline.org.uk](http://www.childline.org.uk) to find out more about keeping safe online.
- I have read and talked about these rules with my parents/carers.

### Student Chromebook use:

#### In addition to the above, as a student, I agree to:

- Take care of my Chromebook at all times.
- Bring my Chromebook to the Academy every day, fully charged. I acknowledge that If I forget to bring it into the Academy, this might impede my ability to access the planned activities of that lesson and I will be sanctioned.
- Not leave my Chromebook charging overnight as this will ruin the battery life and impact on my ability to use it in lessons.
- Always keep my Chromebook safe and store it in an appropriate carry case when outside of my class (we would recommend getting a small case for safe storage).

- Only take my Chromebook (and headphones) out during lesson time when directed or at home - never during social times, when walking between classes or when travelling to and from Academy.
- Understand and accept that if a teacher asks me to put my Chromebook and headphones away, I must do so immediately
- Not remove any security markings or serial number labels.
- Not deface the Chromebook in any way or subject it to graffiti, including any personalisation and stickers.
- Never reveal my password to anyone else with the exception of a parent or a carer.
- Never allow anyone else to use my Chromebook; I understand that I am solely responsible for any material which is accessed, downloaded or generated on my Chromebook.
- Accept there will be a sanction in place if I am distracted by or misusing the Chromebook in class and I will be asked to have the screen flat on the table for the teacher to see.
- Not attempt to repair or reset my Chromebook if it stops working in any way, either by myself or through any other means. I will report any technical problems to Student Services.
- Immediately report any damage, loss or theft which happens in the academy to a member of staff and student services.
- Understand that chargers are not included in the main management of the device. If I lose or damage my charger I will be required to purchase a replacement charger.
- Not contact any member of staff directly via their work or personal emails, but only ever via Google Classroom and understand I will not expect a response outside of Academy hours (8.00 - 4.30pm).

**Leigh Academy Rainham agrees to:**

- Provide each student with a Chromebook and access to a range of e-Learning resources.
- Provide students with a range of learning opportunities which make use of the Chromebook, both in academy and at home.
- Provide parents/carers with ongoing advice to help them support their child's use of their Chromebook.
- Make sure that the Chromebook is working and that any repairs are dealt with as quickly and effectively as possible.
- Give students an introduction to using and caring for the Chromebook. This will include a session on security, e-Safety, maintenance and health and safety.
- Provide wireless access to the Internet across the whole academy site. The academy will not be responsible for any costs involved nor content accessed, when the Internet is used out of Academy.

**I agree to abide by these terms**

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

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