

WCHS IT Acceptable Use Agreement: Students

The school computer systems provide internet access and other IT facilities to students. This IT Acceptable Use Agreement aims to help protect students and the school by clearly stating what is acceptable and what is not in how they are used.

- Access to school IT systems must be made via your password-protected school accounts, such as your Google account. Passwords must not be given to any other person
- You must choose secure passwords which you can remember but others cannot easily guess. A good guide is that passwords should be at least 8 characters long, including both numbers and letters.
- You must store your files in your school Google Drive, or in other places when asked to do so by a member of staff, for example when using specialist software in music or DT
- You must not use USB drives without permission from a member of staff
- You must take care not to “infect” school IT equipment with viruses or other malware
- You must not install any software on school equipment without permission
- No IT equipment should be moved around the school without the knowledge of the IT team
- School computer and internet use must be appropriate to your education and not for personal social media
- Copyright and intellectual property rights must be respected
- You must respect the work of others and not alter or delete it without their permission
- Email and other online messages should be written carefully and politely
- You should report to a staff member any unpleasant or illegal material encountered
- Anonymous online messages must not be sent
- The use of public chat rooms is not allowed for safeguarding reasons
- You must not reveal any personal details such as name, age, school or home address over the internet unless specifically asked to do so by a staff member for legitimate reasons. Any contact by people online who ask for these details must be reported to the IT team or a teacher
- The use of anonymising proxy servers is prohibited
- School IT systems should not be used for private purposes unless a staff member has given permission for that use
- Use of school accounts and/or equipment for personal financial gain, gambling, political purposes or advertising is forbidden
- The security of IT systems and accounts must not be put at risk, for example by giving access to an unauthorised person
- You must log off when you have finished using a computer or browser, or when someone else may be able to access it
- Irresponsible use (e.g. creating and sharing documents for irresponsible use) will generally result in the loss of internet access as well as further sanctions

There are laws covering internet use and penalties include fines and in extreme cases up to 10 years in prison.

I agree to abide by this agreement and support the school in enforcing this good practice.

Signed (Student) _____

Name _____

Parents / Carers

I give permission for the school to provide my child access to Google G.Suite for Education and other online services in connection with his or her education. This will include creating accounts for some of these services. All services used will be compatible with GDPR. Google will not use students' personal information to create profiles for targeting advertising and G.Suite for Education's core services contain no adverts. For more information see <https://edu.google.com/why-google/privacy-security/>



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or contact the school. Most computer-based student work at Whitworth Community High School is carried out using Google G.Suite for Education so student access to this is essential.

Signed (Parent / Carer) _____ **Name** _____