



STUDENT E-SAFETY ACCEPTABLE USE AGREEMENT

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that ReFocus systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk. ReFocus will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use ReFocus 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. For my own personal safety:

- I understand that ReFocus will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- 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 arrange to meet people off-line that I have communicated with on-line.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the systems and devices at ReFocus are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the systems or devices at ReFocus for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that ReFocus has a responsibility to maintain the security and integrity of the technology it offers me and to ensure its smooth running:

- I agree to hand in my own personal devices (mobile phones / tablets / laptops etc) to ReFocus staff who will lock it securely until lunchtime. I will then hand it back in after lunch break and understand that this is in



place to prevent distraction and unwanted social media usage whilst at ReFocus. I understand that, if I do use my own devices at ReFocus, I will follow the rules set out in this agreement, in the same way as if I was using ReFocus equipment.

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will not install or attempt to install or store programmes of any type on any devices at ReFocus, nor will I try to alter computer settings.
- I will not use social media sites.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and outside of ReFocus:

- I understand that the ReFocus also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am off site and where they involve my membership of the ReFocus community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the ReFocus internet, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Note to Parent/Guardian: Your child will be asked to sign a printed version of the above agreement before they first use the IT systems here at ReFocus.

This document is provided for your information.