

ICT ACCEPTABLE USE AND LOAN AGREEMENT

This agreement sets out the terms and conditions of use for students/pupils in the access ICT systems and Devices belonging to Delta Academies Trust (Trust) and/or the Academy. This agreement will apply to access of systems both within the academy and when accessing remote learning.

Remote learning may be accessed from a personal device or an academy loaned device. This agreement sets out the Trusts expectations in the use of its ICT systems and its loaned devices and ensures compliance with the Trust E-safety Policy.

Specific to Remote Learning

Academy staff will initiate remote learning, with a timetable being shared with the Student/Parent/Carer in advance of the online learning.

Acceptable Use of IT within an Academy and for Remote Learning

- Academy ICT software and systems, including the internet, email, digital video, mobile technologies, etc. will only be used for educational purposes.
- Trust/Academy devices, including being used remotely, should be prioritised for educational purposes.
- It is not permitted to download or install software on to an Academy device.
- Log on to the Academy network/ Learning Platform will only be with the Student/Pupil's own user name and password.
- The Academy's ICT security system must be followed at all times and passwords should not be revealed or shared with anyone.
- Student/Pupil's Academy email address must be used while at the Academy or while using the Academy's equipment for accessing remote learning.
- ICT communications with students, teachers or others, must be responsible and sensible.
- Student/Pupil's will be responsible for their behaviour when accessing remote learning. Any abuse of the online platform, such as recording or capturing of images of staff, use of abusive language or interrupting a session with the streaming of inappropriate music or video imagery, will be followed up, with appropriate actions being taken.
- Material that could be considered offensive or illegal must not be deliberately browsed, downloaded, uploaded or forwarded. Accidental access must be reported to a teacher immediately.

- Sharing of a Students/Pupil's personal information such as name, phone number or address is not allowed and they must not arrange to meet someone unless this is part of an Academy project approved by a teacher.
- Images of students and/ or staff will only be taken, stored and used for Academy purposes in line with Academy policy and not be distributed outside the Academy network without the permission of the Principal/Head of Academy.
- Online activity, both in Academy and outside Academy, will not cause the Academy, the staff, students or others distress or bring them into disrepute.
- The privacy and ownership of others' work on-line at all times must be respected.
- No attempt should be made to bypass the internet filtering system within an Academy or on a Trust or Academy device. Any issues with filtering then the academy should be contacted immediately.
- The use of the Internet, Delta systems and the device within an academy or a device used remotely can be monitored and logged and information can be made available to teachers.
- These rules are designed to keep Staff and Students/Pupils safe, if not followed, Academy sanctions will be applied, and parent / carer's or the Police may be contacted. Any safeguarding concerns will be raised with the academy Designated Safeguarding Lead (DSL).

Student Name

Full Name: _____ (printed) Year: _____

Student Signature (Secondary only)

Signature: _____ Date: _____

Signed by the Parent/Carer (Required for Secondary and Primary)

Signature: _____ Date: _____

Note: By signing this agreement, you have agreed to follow the ICT Acceptable Use Agreement relating to the access of Academy ICT systems and devices whether within the Academy or remotely and that you agree to support the safe use of ICT in line with the Trust E-Safety Policy.

Trust or Academy Loaned Device

In certain circumstances, Delta Academies Trust (Trust) may decide that a loan device is required for a student/pupil to access remote learning.

- Devices loaned by Delta Academies Trust must be used only in line with the Trust ICT acceptable use agreement.
- The Parent/Carer will be responsible for ensuring the appropriate use of the device by their child. Filtering is provided on a Trust device, however Parents/Carers should still ensure that their child is only accessing appropriate content.
- If circumstances change and you are no longer in need of the loaned device, the device and accessories must be returned to the Academy immediately.
- Loaned devices are the responsibility of the student/pupil/parent/carers and the Trust has an expectation that the device will be returned in the same condition as it was issued.
- Any damage, loss or issues with a Trust device must be reported to the Academy immediately. Persistent abuse of devices and systems could lead to the removal of the device.
- If devices are not used appropriately for the access of remote learning then the Trust reserves the right to recall the device.
- The Trust reserves the right to recall a device at any time if deemed necessary.

Note:

The Trust reserve the right to charge for any damage or none return in line with Trust Charging Policy. Any charges will not exceed total replacement /repair costs.

Parent Signature

I agree to follow the above when loaning a device from Delta Academies Trust and understand my responsibilities.

Signature: _____ Date:

Full Name: _____ (printed)