

# QMGS Acceptable Use Agreement (pupils/students and parents/carers)

## Acceptable use of the ICT systems and internet provided by The Mercian Trust (TMT)

Name of pupil/student:

When using TMT ICT systems and accessing the internet in the academy or on any other TMT premises I will not:

- Use them for a non-educational purpose
- Use them without a teacher being present, or without a teacher's permission
- Access any inappropriate websites
- Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity)
- Use chat rooms
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Share my password with others or log in to the academy's network using someone else's details
- Give my personal information (including my name, address or telephone number) to anyone without the permission of my teacher or parent/carer
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

If I bring a personal mobile phone or other personal electronic device into the academy:

- I will not use it during lessons, tutor group time, clubs or other activities organised by the school, without a teacher's permission
- I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online
- I will connect it to the academy's WiFi, if available.

I understand that the trust will monitor the websites I visit.

I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others.

I will always use the ICT systems and internet responsibly.

**Signed (pupil/student):**

**Date:**

**Parent/carer agreement:** I agree that my child can use the ICT systems and internet provided by The Mercian Trust (TMT) when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the TMT ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands the rules above fully.

**Signed (parent/carer):**

**Date:**