



These conditions of use have been drawn up to protect the interests of the school, its staff and students. These conditions will be reviewed annually to reflect changes in technology / circumstances.

The ICT facilities are owned by the school and are available for all students, staff and other authorised users subject to the conditions detailed here. All use must comply with the Computer Misuse Act 1990 and Data Protection Act 1998.

Conditions:

- ICT systems in school, including the Internet, email, digital media, mobile technologies, etc, will only be used for school purposes at all times.
- I will only log on to any system with my own username and password and will always log off when finished.
- I will never tell any other student what my password is and will change it immediately if I suspect someone knows it.
- I will not download or install software on school devices, nor will I run executable files, script files etc, from USB drives or other external sources.
- Activity that threatens the integrity of the school's facilities, or activity which corrupts other systems, is forbidden.
- I will not deliberately browse, download or forward material that could be considered offensive or illegal. If I accidentally come across such material, I will report it immediately to a member of staff. The school will take all reasonable precautions to ensure that users access only appropriate material. It is not possible, however, to guarantee that particular types of material will never appear on a terminal, given the international scale and linked nature of information stored on the Internet. The school cannot accept liability for any such material accessed, or any consequences thereof.
- I will make sure that all electronic communications with students, teachers or others are responsible, sensible and polite, particularly as electronic communications can be forwarded to others without my knowledge. Occurrences of 'Cyber Bullying' – the use of electronic communications to humiliate, intimidate or make someone feel uncomfortable will be dealt with under the school's anti-bullying policy. I understand that this includes the use of social media, texting, etc, outside school where members of the school community are involved.
- Images/video/audio of staff and/or students will only be taken with permission from a member of staff and will not be distributed outside the school network without the permission of the person(s) concerned.
- I will not publish comments or information online that specifically name the school, staff or students without prior consent. This includes social network sites such as Twitter, Facebook, YouTube, etc.
- I will respect the privacy and ownership of others' work at all times.
- I will not attempt to bypass the Internet filtering system or other systems in place to monitor the school network.
- When sending emails or accessing other electronic forms of communication, I will protect myself and others by not giving out personal information.
- If a student deliberately causes damage to IT equipment in the school, either through inappropriate behaviour or using the equipment in an inappropriate manner, then he/she (or his/her parents) will be liable to pay for any costs incurred.
- I accept that the school reserves the right to monitor my use of ICT.



iPads

For students who are part of the school iPad scheme in Y7-11, the following will also apply:

- I will take care of my iPad and protect it from damage.
- I will not remove the case provided under any circumstances, as this will invalidate the insurance.
- I will bring my iPad to school fully charged every day.
- I will not change the name of my iPad from the one set by the school.
- I will not change my screen lock code without informing my parents.
- I will not switch off the "Find my iPad" feature so that my iPad can be recovered if lost or stolen.
- I will not remove any profiles installed on my iPad by the school or install new ones without permission.
- I will only access my iPad in class when given permission by a member of staff.
- I understand that the school and my parents can and will check my files, emails, app list and the internet sites that I visit to ensure I use my iPad safely and properly.
- I will not add any credit or debit card details to my iCloud or iTunes account.
- The iPad should always be logged in to the iCloud account associated with your school email address and always logged into the iTunes account associated with your school email address when in school.
- I will only record sound, photos and video on my iPad, in school, with permission from a member of staff.
- Games are banned on iPads unless parents have opted out of this policy.
- 18+ age rated app and a range of other apps are not allowed to be installed on the iPads.
A full list of the current banned apps can be found at www.richardchalloner.com/ipadbannedlist

Biometric Data & Photos

The school uses a biometric system for purchases in the canteen, printing and photocopying, as well as book loans in the Learning Resource Centre. By signing below, you acknowledge the use of these systems in school and give the school permission to collect and use biometric data for these specific purposes. If you have any queries about the use of our biometric systems, please contact the school. Photographs of students will be taken in school and during school events. These may be featured on the school website or other media. Names will not be included with any photographs without the permission of those pictured. If you have a specific concern about the use of photographs, please contact the school in writing (email / via the school website).

Parent/Guardian..... Date.....

Student..... Date.....