



## **Student Individual Learning Device (ILD) Home School Loan - Acceptable Use Agreement**

**Student Name:** .....

**House/Family:** .....

### **This document covers:**

- Student/Pupil Acceptable Use Agreement
- Terms and Conditions of use
- Ownership
- Loss or Damage
- Responsibility of the User
- General Responsibilities
- General Care
- Use of the internet and intranet
- Inappropriate Use
- Acceptable Use Policy

### **1 Student Acceptable Use Agreement (AUA)**

The purpose of this agreement is to ensure all pupils/students and their parent/carers understand and agreed to their responsibilities in relation to the use of the Individual User Devices (ILD) issued to students by Hope Academy. The agreement relates to the use of any ILD by the named student during his/her time at the Academy.

### **2 Terms and Conditions**

By signing the **Home School Loan Contract**, the named person is responsible for the conduct of **any person using the ILD** and can be held by the terms of this Acceptable Use Agreement. The ILD will only be made available when the Acceptable Use Agreement has been signed by the student and his/her parent/carer.

### **3 Ownership**

The ILD and related equipment remain the property of Hope Academy. The ILD is loaned to student for use in support of his/her educational studies. The Academy retains the sole right of possession of the ILD and related equipment.

The Academy retains the right to collect and/or inspect the ILD at any time and to alter, add or delete installed software or hardware. The ILD will be returned to the Academy on request for inventory and maintenance purposes. The ILD must be returned to the Academy by the student at the end of each academic year for inventory and maintenance purposes.

Any student who withdraws from the ILD program or from the Academy must return the ILD to the Academy.

## **Loss or Damage**

Students must report damage or loss of the ILD to the Academy immediately on the form provided. The Academy will cover insurance costs. However in the case of theft or damage you may be asked to contribute to any costs that could be incurred.

## **Responsibility of the User**

The student and parent/carer must read and agree to the school ILD Procedures & Information Guide in full and adhere to the Academy's Acceptable Use Agreement at all times.

### **5.1 General Responsibilities**

Bring the ILD and the ILD charging unit to Academy every day, unless instructed by your teacher to leave it at home.

- "ILD left at home" is not an acceptable excuse for not submitting work. At the teacher's discretion, students who forget their ILDs at home may be given an alternative assignment.
- Students will keep the ILD in a secure location when it is not at the Academy.
- Do not let anyone else use the ILD.
- The ILD must not be used for any illegal activities. Where illegal activities are brought to light the device will be confiscated and referred to the police for further investigation
- The ILD must not be used with any unlicensed software. This includes the downloading of any files (including music, games, video's, etc.) which breaches copyright.
- Any activities that would result in the Academy being unable to send or receive information to your ILD are forbidden.
- Monitoring software is present on the ILD and reports will be sent on a regular basis to the Academy highlighting inappropriate use

### **5.2 General Care**

Do not alter the ILD in any way.

Do not remove any serial numbers, barcodes or other identifying labels from the ILD.

Protect the ILD from damage from food, liquids or other harmful materials and from extremes of heat and cold.

### **5.3 Use of the Internet and intranet**

The only permissible access to the internet in the Academy is through Agilisys ICT Services firewall connection via St Helens Metropolitan Area Network.

## Students must:

### Be safe!

- Be safe! Students must keep their personal user name or password details secret and not share them with any one else.
- Be safe! Keep your personal information safe. Do not share your name or address over the internet with people you do not know in person.
- Be safe! Only reply to mail sent by users that they know. Students should not reply to unsolicited mail

### Be respectful!

- Be respectful of the privacy of other users and do not send anonymous messages, chain letters or other unsolicited email.
- Be respectful of all other users and not send or display offensive messages or pictures
- Do not use the ILD to send or receive any material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person. (Please note that the monitoring software will note anything inappropriate)
- Respect the copyright of online material and do not represent this work as student's own.

### Be responsible!

- Be responsible! Students must use the internet sites responsibly and not attempt to damage or alter internet sites
- Report to a teacher immediately if you receive any inappropriate, offensive or worrying material of any sort.

## 5.4 Inappropriate use

Although the Academy makes every effort to filter out inappropriate material this can never be a foolproof process. It is advised that parents/guardians monitor as a matter of course their children's use of the ILD, especially when on the internet.

The monitoring system will highlight any inappropriate use; **consistent inappropriate use will result in the Academy removing the ILD from the pupil/student in question.**

The user of the ILD must not access, download, store or print any images, text or other electronic information of a pornographic, racist, sexist or political content which is offensive.

Students should not give out information about themselves, especially names and addresses to people over the internet.

Students should not subscribe to groups or chat rooms that have not been agreed by the ICT provider, Agilisys, or by a teacher. People online may represent themselves as very different from who they actually are. There are users of the internet who deliberately misrepresent themselves for the purpose of taking advantage of people.

***It is extremely dangerous for children and young people to disclose any information especially their home address, email address and phone number.***

<b>Student Name:</b>		<b>House/Family</b>	
<b>Parent/Carer Name:</b>			
<b>Device No:</b>			

### Student Acceptable Use Agreement

- I have read this copy of the student ILD Acceptable Use Agreement. I understand the terms of the agreement and agree to abide by them.
- I have read and agree with the guidance contained within the ILD Procedures & Information Guide.
- I understand the ILD is owned by the Academy and loaned to the student to use to support my educational and academic work.
- I understand that I must return the ILD to the Academy immediately upon request.
- I understand that security software may record my use of the ILD and the internet sites I use.
- I understand that if I do not follow the terms of this agreement the equipment may be taken away from me, I maybe transferred out of the class in which this equipment is used or further discipline may be applied as determined by the Hope Academy
- I further agree that I shall be responsible for all costs due to damage to the ILD and am responsible for paying a fee if the ILD is lost.

Student: ..... Date: .....

I agree that I have read this copy of the student ILD Acceptable Use Agreement. I have read and agree with the guidance contained within the ILD Procedures & Information Guide.

I understand the terms of the agreement and agree to do all in my power to ensure the student complies with them.

Parent/carers: ..... Date: .....