



Think for yourself, act for others

AGREEMENT ON THE USE OF COMPUTER RESOURCES

Students and their parents are asked to sign this agreement on the use of Cheney School's computer resources.

The school provides a number of computers for use by Sixth Form students. They offer access to valuable information on the Internet (viewed as an extension to the school library) and will help students in their course of study.

The computers are provided and maintained for the benefit of students. Any damage, malicious alteration or inappropriate use of the computer equipment may harm their education and that of other students.

Students therefore have a ***personal responsibility*** for using the network and as such should adhere to the following rules for ***acceptable use*** of the equipment:

Computer Rules

- Students must not install, or attempt to install programs of any type on a machine, or store programs on the computers, without permission.
- Students must not damage, disable or otherwise harm the operation of computers, or intentionally waste limited resources.
- Students will not use the network for commercial purposes, e.g. buying/selling goods.
- Students must not disclose their passwords to or use others' passwords.
- Students must not use the network to harass, harm, offend or insult others.
- Students should respect each other's privacy and remain in their own network area.
- Students are expected to respect and not attempt to bypass security in place on the computer systems. Accessing, copying, removing or otherwise altering other people's work, or the settings of computers, is not acceptable use of the equipment.

Internet & Email Rules

- Students must access the Internet only for study purposes or for school authorised/supervised activities.
- Students must not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials that are unlawful, obscene or abusive.
- Students are expected to respect the work and ownership rights of people outside the school as well as students and staff. This includes abiding by copyright laws.
- Students must not download files irrelevant to their studies, including executable files for the purpose of playing games on the network.
- Students must not engage in chat activities over the Internet. This takes up valuable resources, which could be used by other people for the benefit of their studies.
- Students should not give personal information such as their address or telephone number to those who they contact through electronic mail or arrange to meet with strangers through electronic mail.



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- Students should not send electronic mail that is abusive, offensive, or obscene to those they contact.
- Students should not respond if they receive offensive or dangerous email. They should inform their tutor or a member of staff.

Chromebooks

Chromebooks are a privilege for Sixth Form students. They are an investment that we want to protect and benefit many students for years to come. If you would like to use Chromebooks for this academic year, you must agree to the rules below and be aware that should a Chromebook be damaged whilst in their possession they will be required to pay £20 for repairs.

In addition to the rules above, students must:

- Access Chromebooks with their ID card only
- Report breakages and problems with a Chromebook to the sixth form office immediately
- Return the Chromebook within 2 hours.
- Not take Chromebooks off site.
- Treat Chromebooks with care and respect.
- Not eat or drink whilst using Chromebooks.
- Ensure the charger is plugged in when returning the Chromebook.
- **Agree to lose access to the Chromebooks for the rest of the term, if they are returned late three times.**

Sanctions

Violation of these rules will result in withdrawal of access to ICT resources. The following sanctions will apply:

- Any student found using a school computer for the use of playing games will in the **first instance** be denied access to the school network for **one week**. A letter will be sent home to the parents informing them of this action.
- For the **second offence** the student will be denied access to the school network for **three weeks** with a letter home to parents.
- For a **third offence** the student will be denied access to the school network for **one half term**, parents will be requested to attend a meeting with the Head of Sixth Form to discuss the place on sixth form of the student.

Additional action may be taken by the school in line with its behaviour management policy. In serious cases, this could include formal warnings or suspension and could involve police or other legal action taken.



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Computer Resources Agreement Form

Please complete and **return this form to the Sixth Form Office** if you would like to use Chromebooks. A copy of the Agreement should be kept by the student for reference.

Student

As a user of the school's Computer Network and Internet facilities, I agree to comply with the rules and use the school's computer facilities in a responsible manner.

Student Name _____

Student Signature _____

Date ____/____/____

Parent/Guardian

As the parent or legal guardian of the student signing above, I understand that students will be held accountable for their own actions.

Parent Name _____

Parent Signature _____

Date ____/____/____

Telephone _____

Email address _____