



SHERBORNE QATAR
SCHOOL FOR GIRLS

Girls' School ICT Responsible User Agreement

All pupils must agree to follow the conditions described below when using school ICT resources and the school's Virtual Learning Environment (VLE).

- I will be responsible for my behaviour and actions when using technology in school or when using the VLE.
- I will ensure that all my communications with pupils, teachers or others are responsible and sensible.
- I will only access the school computer network and Microsoft Surface Pro's and Go's using my own ID and Password. I will ask a member of staff to remind me of my login details if I cannot remember them.
- I will not share my login details (including passwords) with anyone else. Likewise, I will never use other people's usernames and passwords.
- I will not attempt to alter any computer settings, including background images.
- I will always ask permission before attempting to transfer to the school network any files which I have brought in from home.
- I will not attempt to download or upload programs which are not already on school devices.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher or my parents.
- I will not record or take photos of my classmates or teachers during any sessions.
- I understand that when using online applications and resources provided by the school that my use can be monitored and logged and can be made available to my teachers.
- I understand that I should always handle the IT equipment with care and respect and report any faults straight away.

- I will ensure that my parents are aware of any social media accounts under my name. I will ensure that I check my social media settings regularly with the help of my parents or form teacher. I will do my best to keep my personal information private.
- I will ensure that the way I speak and the language I use in social media does not offend other people.
- I will not post any violent, dangerous, discriminating or inappropriate material.
- I will report any inappropriate posts, contents or group chat to my parents or a teacher at school.
- I will report any cases of cyberbullying to my parents or a teacher at school.
- I understand that these rules are designed to keep me safe online.

It is important to remember that when using any online remote learning application, this is an extension of the classroom and you should conduct yourself as you would in a classroom, by following our Behaviour Policy and values. The applications and resources are provided for educational purposes and must only be used in this way.

You and your parents must sign the form below and return it to your Form Teacher.



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I agree to use the school network, Microsoft Surface Pro's and Go's, and VLE in a responsible way and to follow the rules which are in the *Responsible User Agreement*.

If I do not follow the rules, I understand that this may result in loss of access to these resources and that the school will contact my parents.

Pupil Name: _____

Pupil Signature: _____

Parent Name: _____

Parent Signature: _____

Date: __/__/____