

Parent Information

Primary Students Acceptable Use of Technology Agreement

This document provides the wording of the Acceptable Use of Technology Agreement that your child has to agree to before they are entitled to make use of the OCL IT Systems.

Your child's teacher will use this document as part of the E-safety course that takes place before the children access the OCL IT system or receive their Oasis Horizons iPad.

After having the E-safety lessons, children click on the 'I Agree' button on the OCL IT System. Children do not sign the agreement themselves.

Primary Students Acceptable Use of Technology Agreement

You are going to use Oasis IT systems and equipment to make it easier to work in Oasis or at home.

To make sure that you can work safely we need you to keep to some rules. You must read them carefully and understand what they mean.

Starting off I know that I:



must agree to these rules.



might not be able to use the IT systems and equipment if I don't follow them.



am in charge of my own user space **AND** anything unsuitable found there is my responsibility.

When I use the IT system I will:

- 👉 make sure any contact with others on the Oasis system is responsible, polite and sensible.
- 👉 only use my Oasis email address for emails.
- 👉 only upload materials which are free from copyright and suitable for Academy use.
- 👉 be responsible for my behaviour when using the Internet because I know that these rules are designed to keep me safe.
- 👉 treat all IT equipment with care.
- 👉 only use devices with permission from my teachers.
- 👉 keep my password safe and tell a teacher if someone else knows my password.
- 👉 report and discuss anything I am worried or concerned about on the Oasis system with my teacher.
- 👉 only use the access to resources given by my teachers.

I will not:

- 🔔 share my username, password or personal information with anyone else.
- 🔔 look for, save or send anything that could be upsetting or cause offence. If I accidentally find anything like this, I will tell a teacher.
- 🔔 deliberately misuse or deface another users' work on the Oasis network.
- 🔔 access or try to access any illegal material.
- 🔔 download files without permission.
- 🔔 get around or try to get around the Oasis network security measures.
- 🔔 use or amend images or text that may cause distress or offence.
- 🔔 bring material into Oasis that has not been virus checked.
- 🔔 use Microsoft Office 365 and tools or email to share/distribute files or information that is illegal, of adult content or may cause offence or distress.
- 🔔 without permission, plug in or unplug any computer cables or accessories at any time including my iPad provided by Oasis or my personally owned devices including mobile phones.
- 🔔 log into the network / internet / log into the network / internet / Microsoft Office 365, or email with a user name or password that is not my own
- 🔔 use another person's account at any time.
- 🔔 intentionally misuse Oasis blogs, Oasis Instant Messaging or Oasis accounts.
- 🔔 access or try to access chat rooms, forums, messaging, social networking or sites with gambling or adult content.
- 🔔 use IT equipment for fraudulent purposes.
- 🔔 deliberately damage the computer equipment or use the network in a manner that will prevent others using it.

I know that Oasis will:

- 🔔 monitor your use of the Internet and may take further action if a member of Oasis staff is concerned about your safety.
- 🔔 check your user area regularly to ensure correct and appropriate usage.
- 🔔 make sure that you are using the facilities responsibly and in an appropriate manner.
- 🔔 be able to delete any material in your user area that is not coursework / classwork, at any time, without warning.

If I disobey any of these rules it:

- 🔔 will result in a temporary or permanent ban of Internet and / or network.
- 🔔 may result in additional disciplinary action in line with existing practice on inappropriate behaviour.
- 🔔 may lead to involving your parent(s) / carer or the police.

