



MEPA TRAINING

ACCEPTABLE USE OF IT AGREEMENT

THIS POLICY IS WRITTEN FOR AND APPLIED TO MEPA STUDIOS, MEPA ACADEMY AND MEPA COLLEGE.

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ACCEPTABLE USE OF IT AGREEMENT

I understand that I must use MEPA Training ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I agree to:

Use of Internet

- The use of the internet is part of the curriculum and is a necessary tool for learning.
- The internet is a part of everyday life for education, business and social interaction.
- MEPA Training has a duty to provide students with quality internet access as part of their learning experience.
- Access levels to the internet will be reviewed to reflect the curriculum requirements and the age of the pupils.
- All internet connections have a filter applied to them to restrict inappropriate material. This system is continuously being reviewed and improved.
- If a student accidentally or otherwise accesses inappropriate materials, the student is expected to report this to an appropriate member of staff immediately and take action to minimise the screen or close the window.

Use of E-Mail

- All students in academy and college will be issued with a school email account, the format for this will be the year of entry, initial of first name then surname. For example, 20jsmith@mepatraining.com (depending on the organization, students will be issued with either a MEPA Academy, MEPA College domain)
- Students must not reveal personal details of themselves or others in emails.
- Staff will only use official MEPA provided email accounts to communicate with students.
- Access to external personal email accounts may be blocked.
- The e-mail system has a password policy, your password must be 8 characters or longer and contain at least one number and one upper case letter. We ask students to keep the password they are given.
- Your password must be kept a secret and not be shared with anyone.
- Students should immediately tell a teacher if they receive an offensive email.
- E-Mail should only be used for work/educational purposes, and it should not be used for personal e-mail.

Use of Microsoft Teams including live contact in groups

- This uses your email address and password to login; this must not be shared with anyone else
- Students must not reveal personal details when using this software
- Inappropriate language or conduct on the system will not be tolerated
- All activity is monitored by the school, and access will be revoked if misused

- The software is only to be used for schoolwork
- The software must only be used for contacting school staff
- Students must not video call each other or record any of the live events or forward any data from the online sessions.
- Students must not have any mobile phones or other devices on during live sessions
- Students must not unmute themselves unless instructed to do so
- Students must be suitably dressed, and parents ensure any background images are acceptable for viewing by other students and staff.
- MEPA Training Students should remain on mute and not be visible for the duration of the 'live' session unless otherwise instructed by the teacher.

Personal Safety

All students will sign an Acceptable Use Agreement confirming

- I understand that MEPA Training will log and monitor my use of computers, devices and my digital communications and may record any live sessions.
- I will keep my college network and email username, password safe and secure. I will not share it, nor will I try to use another student's account.
- I will not leave any MEPA device, or device connected to the MEPA Training's network logged on for others to use.
- I will not give out personal information about myself or others that could be used to identify me, my family or friends. (Information such as addresses, telephone numbers, email, information about my school or my age).
- I will never arrange to meet someone I have only ever previously met online
- I will only use MEPA Training computers and devices as directed. I will not use MEPA Training devices for on-line gaming, gambling, shopping nor sites I know to be unsuitable.
- I understand that some websites and social networks have age restrictions, and I will respect this.
- I understand that once something is posted online or written in an email it has a permanence that is not like something that is said. It can be repeated, searchable and can be copied out of context.
- I understand that I have to take responsibility for my actions online and I should consider my reputation but also the reputation of others and MEPA Training.
- If I see anything unpleasant, inappropriate or I receive a message I do not like, I will talk to the designated safeguarding lead or a trusted adult, at the school/college.
- I will not take or distribute images of anyone without their permission.

MEPA Training also ensures that all students have e-safety training and that they must adhere to it.

Device Security

- I understand that MEPA Academy students will not have access to their phones whilst at school.
- I understand if I do use my own devices in school/college, I will follow the rules set out in the agreement, in the same way as if I were using school equipment.
- I will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or upset others.
- I will not use any programs or software that might allow me to bypass the filtering systems.
- I will report immediately any damage or faults involving school equipment or software; however, this may have happened.

- I will not open a hyperlink in any email or attachment to an email if I have any concerns about it or think it may contain a virus or other harmful programs.
- I will not install, attempt to install or store programs or software on any school device, nor will I try to alter computer settings.

E-Safety Websites

www.thinkuknow.co.uk/parents

<http://www.nspcc.org.uk/onlinesafety>

www.internetmatters.org

www.saferinternet.org.uk

www.childnet.com

ACCEPTABLE USE FORM

This form relates to the Student Acceptable Use Agreement, to which it is attached.

Please date and sign below to show that you have read, understood, and agree to the rules included in the Acceptable Use Agreement.

I understand that if I do not sign and return this agreement, access will not be granted to the ICT systems, and I will not be able to participate in any remote learning/support conferences.

I have read and understand the above and agree to follow these guidelines when:

- I use MEPA Training systems and devices (both in and out of college)
- I use my own devices in school/college (when allowed)
- I use my own equipment out of school/college in a way that is related to me being a member of this college e.g. communicating with other members of the school, accessing school/college email, VLE (virtual learning environment), website etc.
- I understand that deliberate abuse or damage of MEPA Training's equipment will result in you/parents/carers being billed for the replacement costs of the equipment.

And I know that if I fail to comply with this Acceptable Use Agreement, I will be subject to disciplinary action. This may include loss of access to MEPA Training network / internet, detentions, exclusion, electronic contact with parents/carers and, in the event of illegal activities, involvement of the police

Student Name: _____ Date: _____