



nishkamhighschool

birmingham



Nishkam High School Birmingham Parental Consent Request: ICT Usage & Office 365 account

Appendix 1: Office 365 Student Account Permission Form

Nishkam School Trust has the ability to create accounts for all pupils to allow for collaborative sharing using our custom implementation of Office 365 for nishkamschools.org. These accounts will be used for school-related projects. The rules governing email communications by pupils are included in the Acceptable Use of NST's ICT Systems and Internet agreement.

Once assigned, pupils are able to gain access to collaborative tools available through Office 365. This account is housed on Microsoft servers, therefore giving access to Office Online (Word App, Excel App, PowerPoint App), email, calendar and other additional services. This will allow all pupils to collaborate with teachers and their peers.

At this time pupils will only be able to communicate with other NST email accounts. This account will be considered the pupils NST email address until they are no longer enrolled at NST.

The use of Office 365 is considered a privilege accorded at the discretion of NST and maintains the right to immediately withdraw the access and use of the account when there is reason to believe that Acceptable Use of NST's ICT Systems and Internet agreement has been breached.

Administration reserves the right to access and review content in Office 365 at any time.

This Office 365 Permission form will become a part of the pupil's folder and remain in effect until written notice is submitted to the school or the pupil is no longer a student at NST.



Appendix 2: KS2, KS3, KS4 and KS5 acceptable use agreement

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

I will read and follow the rules in the acceptable use agreement policy

- I understand that the *school* will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password..
- I will be aware of "stranger danger", when I am communicating on-line.
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community
- I understand that if I fail to comply with this acceptable use agreement, I may be subject to disciplinary action.

When I use the school's ICT systems (tablets, desktop PC's or laptop's and get onto the internet in school I will:

- Always use the school's ICT systems, in school, through remote learning platforms (Office 365 and its extensions) and the internet responsibly and for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission
- Always log off or shut down a computer when I'm finished working on it
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.

I will not:

- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- Try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or online video streaming unless my teacher has expressly allowed this as part of a learning activity;
- I will not take or distribute images of anyone without their permission.
- I will immediately report any damage or faults involving equipment or software
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will only use social media sites with permission and at the times that are allowed

If I bring a personal mobile phone or other personal electronic device into school:

- I will not use it during lessons, tutor group time, clubs or other activities organised by the school, without a teacher's permission
- I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online
- I will not use my own personal devices (USB devices etc.) in school.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others,

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.



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Signed (pupil):	Date:
Parent/carer's agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.	
Signed (parent/carer):	Date: