

STUDENT ICT ACCEPTABLE USE AGREEMENT



MALTBYLEARNINGTRUST
Exceptional Experiences. Successful Lives.

PASSWORDS AND SECURITY



- I will only use my own username and password to log onto a computer.
- I will not give out my password to anyone.
- I will log off correctly after I have finished with the computer.
- I will keep my personal information safe from other people.
- I will not access any other user's files and folders without permission.
- I will not disclose my personal details, the personal details of others, or images of staff or students at school.

E-MAIL



- I will not access or create any material that is derogatory, may cause upset to others, or bring the school name into disrepute.
- I will not use abusive or threatening language in an e-mail.
- If I am unsure about opening or downloading the contents of an e-mail I will ask a member of staff.
- I will only use the school's approved e-mail service for school business unless advised otherwise.

INTERNET



- I will not browse or download anything illegal.
- I will not create or share any material that is derogatory, may cause upset to others, or bring the school name into disrepute. If I do come across any such material I will report it immediately to a member of staff.
- I understand why the school filters Internet content and I will not attempt to bypass the Internet filtering system.
- I will not attempt to access any social networking sites or chatrooms in school except those systems which are operated by, or for, the school for educational purposes.
- I will not attempt to buy goods or services via the Internet.
- I will only use the Internet service in school for school related work and educational purposes.

IMAGES



- I will only use images if I have permission from the people in the images and from a member of staff.
- I will only use images that have been approved by a member of staff.
- I will only take, store and use images of students and/or staff for agreed school projects or purposes.

BEHAVIOUR



- I will only communicate with others politely and sensibly.
- I will not access, create or share any material that is derogatory, may cause upset to others or bring the school name into disrepute: neither will I encourage others to do so.
- I will not perform any actions which may compromise the stability or security of ICT services in school.
- I understand that people I may talk to online may not be who they say they are. I will not meet with anyone whom I contact via the Internet without obtaining permission from a parent / carer or teacher.
- I will abide by copyright laws and I will not plagiarise material from the Internet.
- I will not print anything in school other than school work and I will print responsibly.

RESPECT



- I know that all use of the network is monitored, and many websites keep permanent records of content shared.
- I will treat other people and ICT equipment with care and respect.
- I will not attempt to move, tamper with or modify school PCs.
- I will not disconnect any cable or connect any devices to a PC.
- I will not take food or drink near to any computer.
- I will contact the ICT Support Team if I suspect that any equipment is faulty.



PERSONAL DEVELOPMENT PASSPORT

2022 - 2023

PERSONAL DEVELOPMENT **PASSPORT**



The Maltby Academy Personal Development Passport advocates exposure to a wide range of age appropriate, life enriching experiences.

We have detailed the experiences under the headings: Spiritual, Moral, Social and Cultural. Opportunities will be organised by the Academy to help you complete the activities here and you can include out of school experiences in the blank spaces provided too.

The passport comprises a list of experiences that you should aim to complete by the end of each academic year to personally develop yourself and engage with the world around you. They are grouped together and include:

- Spiritual: knowledge of, and respect for, different people's faiths, feelings and values, with a sense of enjoyment and fascination in learning about yourself, others and the world around you.
- Moral: the ability to recognise the difference between right and wrong and to readily apply this understanding in your own life, whilst appreciating the consequences of actions and behaviours.
- Social: the willingness to participate in a variety of communities and social settings, including by volunteering, cooperating well with others and being able to resolve conflicts effectively.
- Cultural: willingness to participate in and respond positively to artistic, musical, sporting, and cultural opportunities.

Every half term, you will review your Personal Development Passport, as part of the Standards review in Tutor Time.

YEAR 7

Focus	Experience	Detail / Evidence / Date
Spiritual	Visit a place of worship for a major religion.	
	Engage with a winter religious festival.	
Moral	Engage in a community project.	
	Engage in a careers' opportunity.	
	Take part in a democratic process.	
	Support a protected group.	
Social	Take part in a new sport.	
	Engage in an extra-curricular club.	
	Engage in a formal dining experience.	
Cultural	Take part in a remembrance service.	
	Visit an English heritage site.	
	Visit the theatre.	

YEAR 8



Focus	Experience	Detail / Evidence / Date
Spiritual	Visit a place of worship for a major religion.	
	Engage with a winter religious festival.	
Moral	Engage in a community project.	
	Engage in a careers' opportunity.	
	Take part in a democratic process.	
	Support a protected group.	
Social	Engage in an extra-curricular club.	
	Engage in a formal dining experience.	
Cultural	Prepare an internationally themed meal.	
	Visit a national heritage site.	
	Experience international dining.	