



Acceptable Use Policy For Students

Acceptable Use Policy - Students

I understand that I must use school 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.

1. For my own personal safety

- I understand that the school will monitor my use of the ICT systems, email and other digital communications
- I will ensure I keep my Username and Password safe. 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 online
- I will not disclose or share personal information about myself or others when online
- If I arrange to meet people offline that I have communicated with online, I will do so in a public place and take an adult with me
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online

2. I understand that everyone has equal rights to use technology as a resource and;

- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so
- 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
- I will not use the school ICT systems for online gaming, online gambling, internet shopping
- I will not engage in file sharing, or video broadcasting (e.g. YouTube), unless I have permission from a member of staff to do so
- I will behave appropriately when accessing online lessons using MS Teams and behave in an appropriate and responsible manner

3. I will act as I expect others to act towards me

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission
- 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 take or distribute images of anyone without their permission

4. I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will not use my personal hand-held/external devices (mobile phones/tablets) in the Academy. I understand that, if I do use my own devices in school that I will have the device confiscated until my parent/carer collects it and may be subject to detention
- 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, nor will I try to use any programme or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials
- I will immediately report any damage or faults involving equipment or software, however this may have happened
- I will not open any attachments to emails, unless I know and trust the person/ organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings
- I understand the use of social media and messenger sites are prohibited in school and I will not use these types of media

5. When using the internet for research or recreation, I recognise that;

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me
- I understand that my activity either using a desktop or laptop will be monitored using “ESafe” software, which can identify keyboard strokes and alerts staff immediately to anything that I have typed that is inappropriate or, of concern

6. I understand that I am responsible for my actions, both in and out of the Academy

- 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 (examples would be cyber bullying, use of images or personal information)
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include; loss of

access to the school network/internet; detentions; suspensions; contact made with parent/carers in the event of illegal activities and involvement with the police.

By clicking accept, you agree to the rules laid out in this Acceptable Use Policy and are aware of the repercussions that could take place if broken.