

Student Acceptable Use Agreement (AUA) School Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

Acceptable Use Agreement

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.

For my own personal safety:

- I understand that the school will monitor my use of IT 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 understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- 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 everyone has equal rights to use technology as a resource and:

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- 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 systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act toward 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.

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 only use my own personal device(s) in school if I have permission. I understand that, if I do use my own device(s) in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- 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 programmes 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 hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- 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

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 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 (examples would be cyber-bullying, use of images or personal information).
- I understand 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 the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.

School Bring Your Own Devices (BYOD)

Devices are brought into the school entirely at the risk of the owner and the decision to bring the device in to the school lies with the user and their parents/carers as does the liability for any loss or damage resulting from the use of the device in school.

The school accepts no responsibility or liability in respect of lost, stolen or damaged devices while at school or on activities organised or undertaken by the school.

The school accepts no responsibility for any malfunction of a device due to changes made to the device while on the school network.

The school recommends that the devices are made easily identifiable and have a protective case to help secure them as the devices are moved around the school. Pass-codes or PINs should be set on personal devices to aid security.

The school is not responsible for the day to day maintenance or upkeep of the user's personal device such as the charging of any device, the installation of software updates or the resolution of hardware issues.

BYOD access will not be permitted without authorisation through the return of the Acceptable Use Agreement permission slip which has been countersigned by the parents/carers of the student.

Users are expected to act responsibly, safely and respectfully in line with current Acceptable Use Agreements

Users are responsible for keeping their device up to date through software, security and app updates

Users are responsible for charging their own devices and for protecting and looking after their devices while in school.

Student / Pupil Acceptable Use Agreement Form

This form relates to the student / pupil Acceptable Use Agreement; to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

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

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (when allowed) e.g. mobile phones, gaming devices, cameras etc.
- I use my own equipment out of the school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, VLE, website etc.

| | | | |
|------------------------|----------------------|-------------|----------------------|
| Name of Student | <input type="text"/> | Group/Class | <input type="text"/> |
| Pupil Signature | <input type="text"/> | Date | <input type="text"/> |
| Parent/Carer Signature | <input type="text"/> | Date | <input type="text"/> |

Actions below

Students / Pupils

Actions

| Incidents: | Refer to class teacher / tutor | Refer to Head of Department / Head of Year / other | Refer to Headteacher / Principal | Refer to Police | Refer to technical support staff for action re filtering / security etc AND e-safety officer | Inform parents / carers | Removal of network / internet access rights | Warning | Further sanction eg detention / exclusion |
|--|--------------------------------|--|----------------------------------|-----------------|--|-------------------------|---|---------|---|
| 1. Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities). | | X | X | X | | X | X | | X |
| 2. Unauthorised use of non-educational sites during lessons | X | | | | | | X | X | |
| 3. Unauthorised use of mobile phone / digital camera / other mobile device | | | | | | X | | | X |
| 4. Unauthorised use of social media / messaging apps / personal email | | | | | X | X | X | | X |
| 5. Unauthorised downloading or uploading of files | | | | | X | X | X | | X |
| 6. Allowing others to access school network by sharing username and passwords | | | | | X | | X | | |
| 7. Attempting to access or accessing the school network, using another student's / pupil's account | | | | | X | X | X | | X |
| 8. Attempting to access or accessing the school network, using the account of a member of staff | | | X | | X | X | X | | X |
| 9. Corrupting or destroying the data of other users | | | X | | X | X | X | | X |
| 10. Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature | | | | X | X | X | X | | X |
| 11. Continued infringements of the above, following previous warnings or sanctions | | | | X | X | X | X | | X |
| 12. Actions which could bring the school into disrepute or breach the integrity of the ethos of the school | | | X | | X | X | X | | X |
| 13. Using proxy sites or other means to subvert the school's filtering system | | | X | | X | X | X | | X |
| 14. Accidentally accessing offensive or pornographic material and failing to report the incident | | | | | X | X | | X | |
| 15. Deliberately accessing or trying to access offensive or pornographic material | | | | X | X | X | X | | X |
| 16. Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act | | X | | X | X | X | X | | X |