



TECHNOLOGY ACCEPTABLE USE POLICY FOR PUPILS

Acceptable Use Policy Agreement

I understand that I must use school computer systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the computer systems and other users or to the reputation of the School.

For my own safety:

- I understand that the School will monitor my use of all computer systems.
- I will not share my username and password with anyone else.
- I will not use anyone else's username or password.
- I will be aware of the risks associated with communicating with strangers online and I will report anything suspicious to a member of staff.
- I will not disclose or share personal information about myself or others when online.
- I will immediately tell a member of staff if I see anything online that is unpleasant, inappropriate, illegal or makes me feel uncomfortable.
- I will only join messaging groups on Microsoft Teams which have been set up by staff for a specific activity or lesson.
- I will not use social network sites or apps until I am legally old enough to do so. When I do so I will ensure that I follow all the rules set out in this agreement.

I will act as I expect others to act toward me:

- I will not access, copy, remove or otherwise alter anyone else's files, without their knowledge and permission.
- I will always be polite and responsible when I communicate online. I will not use inappropriate, aggressive language and I will appreciate that others may have different opinions.
- I will not use any electronic means to embarrass, distress or bully others or do anything to damage the reputation of the school.
- I will not take or distribute photos, recordings or videos of anyone without their permission.
- I will not store photos or videos of any activities in school, including the board in lessons, without the permission of a member of staff.
- I will not take, distribute or show inappropriate photos, videos or any other material that would cause harm or damage the reputation of the school.

Use of email

- If I am in Years 7 - 9 I will not contact teachers directly via email unless asked to do so. If I require support from a teacher I will seek them out in person or message them via Teams if I cannot find them.
- When I am in Years 7 - 9 teachers will use Teams Firefly, OneNote or Teams if they need to send work related electronic messages to me.
- I will only open any email attachments from people and organisations that I know and trust.

To ensure that everyone has fair access to resources:

- I will not use the School computer systems for personal or recreational use unless I have permission from a member of staff.
- I will not try to download or upload large files without permission.
- I will keep my user area on the School network tidy and delete files that are no longer needed.
- I will only use my mobile or hand held devices in school if I have permission and when I do so I will follow the rules set out in this agreement.

- I will not try to upload, download or access, any materials which are illegal or may cause embarrassment, distress or harm to others.
- I will not try to use any programs, internet sites or software that might allow me to bypass the filtering/security systems which keep everyone in School safe online.
- I will immediately report any damage or faults involving equipment, however this may have happened, to a member of staff in person.
- I will not install or attempt to install programmes or alter the settings of a school computer or iPad unless I have permission from a member of staff.

When using the internet for research or recreation, I understand that:

- I should ensure that I have permission to use the original work of others in my own work and if I do, I will formally acknowledge my sources.
- Where work is protected by copyright, I will not download copies (including music, images and videos).
- If I need to look at a website that is unavailable for my academic work I must get permission from a member of the teaching staff first.
- When using my own internet connections within school, I will follow the same rules as if I am using the internet on a school computer or iPad.

If I want to use a Generative Artificial Intelligence (AI) tool such as Chat GPT to help me with my work, I must:

- Only use these tools if I am legally old enough to do so and with the permission of my parents and teachers.
- Never use AI to generate any media (text, images, videos or sounds) that could be considered offensive, inappropriate or distressing about any other individual or that could damage the reputation of the school.
- Remember that AI can be a useful tool that can help me, but it is never a substitute for doing my own work or research and that using AI to do an assignment for me will not help me to learn.
- Remember information produced by AI may not be correct and should be checked carefully
- Never use AI to help me with an assessed piece of work or an NEA (Non-Examined Assessment)
- Never use another member of the school community's personal information when using AI to help me.
- Always reference when I have used an AI tool to help me with my work.

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 under the *Behaviour Policy including Rewards and Sanctions* 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 any breaches of this agreement will be dealt with by the School who will take the action deemed necessary.

If I am using my School iPad or other personal device at school:

- I will abide by all other parts of this agreement when using my device.
- I will carefully follow the guidance on Firefly for using my iPad Safely to ensure I maintain good posture and prevent injuries such as a sore back, neck or wrists.
- I will not attempt to bypass or remove it from the School's Mobile Device Management System or use any kind of VPN (Virtual Private Network) in order to bypass the School systems or for any other reason.
- I will lock it with a secure passcode of at least six numeric or alphabetical characters.
- I will always keep it in the required case because I understand that if my device is broken or damaged when not in its case I will have to pay for it to be repaired, as it will not be insured.
- I will keep my device out of sight in my bag when walking to and from school.
- I will bring it to school every day with a fully charged battery.
- I will lock my device safely in my locker when I am unable to carry it with me.
- I will report any damage to my iPad or other device immediately to a member of IT Support Staff.

- I will only use my device in lessons when instructed by a teacher.
- I will not to use another pupil's or teacher's iPad without their permission.
- Not to install inappropriate apps.
- I understand that if my iPad was provided by the School the iPad remains the property of the School and will need to be returned to the School in good condition when requested. I understand that if I do not return it I will be charged.

This policy is reviewed annually by the Director of Digital Infrastructure in conjunction with the Deputy Head - Operations.

The next review is due in October 2024.

Technology Acceptable Use Policy for Pupils Consent Form

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

I have read and understand the Technology Acceptable Use Policy for Pupils (November 2023) and agree to follow these guidelines.

Name of Pupil Form

Signed Date

Parent Signature Date