

Pupil Acceptable Use Policy Agreement



Rationale

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use;
- that school ICT 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 pupils will have good access to ICT to enhance their learning and, in return, will expect pupils to agree to be responsible users.

Acceptable Use Policy 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 the ICT systems, email and other digital communications.
- I will not share my username or password, nor will I try to use any other person's username and password.
- I will follow the school password policy guidelines when setting my passwords in order not to compromise the security of my documents or the school system as a whole.
- I will be aware of the risks associated with strangers when I am communicating online and will not arrange to meet these people when I am alone.
- I will not disclose or share personal information about myself or others when online.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

I understand that everyone has equal rights to 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, file sharing or video broadcasting (unless I have permission from a member of staff to do so).
- I understand that the disk quota provided to me on the school network is a maximum of 500MB which may only be used for school work. I understand that if I reach the quota size I will not be able to save any further work on the School system. I understand that IT technicians will email me if I try to exceed the maximum quota and after one week they will delete work from my folder starting with the oldest files first.

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

Policy Review: January 2023 WW - This policy will be reviewed in accordance with the St. Anne's Policy Planner schedule.

- 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 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 programs 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 that sent the email, due to the risk of the attachment containing viruses or other harmful programs.
- I will not install or attempt to install programmes of any type on a machine, or store programs on a computer, nor will I try to alter computer settings.
- I will not use chat and social networking sites, unless I have permission to do so.

The current generation of **mobile phones/ smart watches/ games consoles** can access the internet at all times, unlike our school internet access, this is unfiltered and therefore not within our control. In addition, all mobile phones now have camera and video applications, allowing people to photo and video whatever, whoever and whenever they like. We are also mindful of the popular use of the social networking sites, Snap Chat, Instagram, Facebook and more. When used irresponsibly these sites can cause serious distress, distraction and harm to our young people.

Therefore, our response to the use of mobile phones/ smart watches/ games consoles in school is as follows:

- If a mobile phone/ smart watch/tablet/games console is seen or used during a lesson it will be confiscated. Unless the teacher has given the learner(s) permission to use the device for educational purposes. If confiscated the device will be held securely until the end of the school day.
- If a mobile phone/smart watch/tablet/games console is seen or used during a break, lunch or before school the learner will be asked to put it away. If the learner refuses then the phone will be confiscated and held securely until the end of the school day.
- No photographic or video images of any event in school (formal or informal) are permitted to be recorded by a learner. The recording and/or sharing of such items by SMS, email, Facebook, YouTube etc may result in a sanction.
- Any incidents involving social media will be dealt with in accordance with the Online Safety and Guidance on Sexting policy (Guernsey Education Services).
- Pupils need to continue to adhere to the Acceptable User Agreement terms when using ICT equipment
- Staff will be mindful of any learners who need to contact parents/guardians due to an emergency or anxieties.

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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 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 Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network/internet, detentions, fixed term exclusions, and 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 ICT systems.

I have read and understand guidelines and agree to follow them when:

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) e.g. iPad, cameras, etc.
- I use my own equipment out of 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 Google Classroom, etc.)

Name of Pupil:

Year Group:

Signed:

Date: