



## Student Acceptable Use Agreement

### School Policy

Digital technologies have become integral to the lives of children and young people, both within school and outside of 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 now and in the future. 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 use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and 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 Policy Agreement**

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

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications including my school email.
- 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 use it.
- I will not attempt to change my passwords unless directed to by my teacher.
- I will accept that my teacher must keep a record of my passwords for system and communication monitoring and for access.
- I will not access or use social media on school devices, at school or Remote Learning.
- If I bring my phone or other device to school I will hand it in to the office and have it returned to me at home time. I will not use my phone or other device during the school day at school.
- I will not access social media during the school day if I am Remote Learning; I will not post messages or information about others, including photos of staff and peers, photos of school trips or the school location.
- 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, photos etc)
- I will immediately report to staff any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable or worried 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 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 or printing that might take up space and resources 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 (eg YouTube).

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 remember that I am a representative of My Choice School when I use school email and I will be responsible and respectful in my communications.
- I will not take or distribute images of anyone without their permission. This includes taking photos or printing photos.

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 that, if I do not hand my phone or other device to the school office, I will have to return home.
- 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.

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 Policy Agreement, I will be subject to sanctions and reparation. This will include having to hand my phone in to the office when at school or being asked to leave my phone at home, not being able to use school devices for entertainment, and in the event of illegal activities involvement of the police.

**Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement.**





## **Student Acceptable Use Agreement Form**

Please sign below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement.

As a student, I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices
- I use my own equipment out of the school in a way that is related to me being a member of this school eg communicating with other students at the school, accessing social media.

As a parent / carer, I have read and understand the above and agree to support the rules and agreement and ensure that my child is using school technology responsibly, safely and to enhance their learning.

**Name of Student:**.....

**Signed:** .....

**Date:** .....

**Parent / Carer name:**

**Signed:**

**Date:**

**Reviewed April 2021**

**Reviewed May 2022**

**Reviewed May 2023**

**Annual review due June 2024**