

Pupil Acceptable Use Policy Agreement

This policy will be reviewed by the Trust Board three yearly or amended if there are any changes in legislation before that time.

Date of last review: Summer 2018

Date of next review: Summer 2021

To be allowed access to the school's IT systems, including the network, internet and e-mail, all pupils must read and agree to follow the rules on acceptable use, expected behaviour and how to stay safe, detailed in this acceptable use policy (AUP).

The AUP is intended to ensure:

- that pupils of The Greater Nottingham Education Trust will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school IT 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 IT to enhance their learning and expect the pupils to agree to be responsible users.

For the purposes of this document the term "pupil" refers to any non-adult, accessing the school IT systems, and "IT systems" refers to any IT hardware and software you use, any of the network services, applications or software products that you are provided access to and the network/data communications that you use to access any of the services (including access to the Internet).

Pupils who are allowed to connect their own IT to the school's network and services available are particularly reminded that such use requires compliance to this policy.

Introduction

I understand that as a pupil of the school, I must use the school IT systems in a responsible and safe way, to make sure that there is no risk to my safety or to the safety and security of other pupils, staff, the IT systems, or the data on the systems.

For my own personal safety:

- I understand that the school will monitor my use of the IT systems, email, internet, search engines and other digital communications. The school may examine, copy or delete any files, which I have on the IT systems.
- I will only use the school's IT systems under my own username and password.
- I will keep my username and password private and secure. I will not share it, make it available to other pupils, nor will I try to use any other person's username and password. If I think someone has obtained my password, I will inform a teacher immediately and change my password.
- I will be aware of "stranger danger", when I am communicating on-line and will ask a teacher or adult if I need help or advice.
- I will not disclose or share personal information about myself or others when on-line. This includes names, photographs, videos, phone number, address, location etc.
- If I arrange to meet people off-line that I have communicated with on-line, 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 on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school IT systems are provided 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 only use the school's printing facilities when I have permission from my teacher and I will check all work prior to printing.
- I will not use the school IT systems for on-line gaming, on-line gambling, internet shopping, subscribing to newsletters, 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 (including videos and sound recordings) of anyone without their permission. Images of pupils or staff must only be taken, stored or used for school purposes in line with school rules and are not to be used or shared outside the school network without permission from the school.
- Image use and the required permissions also includes the use of social networking sites and applications.

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 personal hand held or external devices (mobile phones, USB devices etc.) in the school if I have permission. I understand that, if I do use my own devices 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 treat equipment safely and with respect.
- I will not purposely damage IT equipment in any way and if I accidentally damage any IT equipment, I will inform a teacher immediately.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not enter an IT room unless a teacher is present and has given me permission.
- I will keep liquids away from IT equipment and will not drink while at the computer.
- 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 programmes.
- I will not install or attempt to install programmes of any type (i.e. Flash games) on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will not use chat and social networking sites within the school, unless I have permission from the school.

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

- I should make sure that I have permission to use the original work of others in my own work and include references to their work.
- Where work is protected by copyright, I will not try to download copies (including images, 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 the 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, both inside and outside the school where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information, social networking sites).
- 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 and/or internet, confiscation of personal hand held and/or external devices (mobile phones, USB devices etc.), detentions, exclusion, contact with parents and in the event of illegal activities involvement of the police.