



## **ICT Acceptable Use Policy - Students**

<b>Policy last reviewed</b>	<b>July 2023</b>
<b>Ratified by Governors</b>	<b>July 2023</b>
<b>Next policy review due</b>	<b>July 2026</b>
<b>Due for review by Governors</b>	<b>July 2026</b>
<b>Staff Lead</b>	<b>Associate Assistant Headteacher (Student Experience &amp; Welfare)</b>

The purpose of this policy is to promote positive and responsible network and internet behaviour.

- I understand that the school will monitor my use of the school systems, and that the school can talk to my parents/carers if they are concerned about my online safety or my behaviour when using school computers.
- I will not share any of my school-related usernames or passwords.
- I will not share personal information about myself or others when online (this includes names, addresses, email addresses, telephone numbers age, and school details.)
- I will not arrange to meet people off-line that I have communicated with on-line.
- I will immediately report any inappropriate material when I see it on-line.
- I understand that the school systems are intended for educational use and I will not use them for personal use. This includes email, video, messaging, social media, internet, file-saving and printing.
- I will only use my school email address for school related activities.
- I will respect others and will not access, copy, delete or alter any other person's work, without their permission.
- I will not take or distribute images of anyone
- I will only use my own personal devices in school if I have permission. If I do use my own devices in the school, I will use it as if it was a school computer.
- I will not access social media via my own personal device/or others devices whilst in school
- I won't look for or at inappropriate websites. I will report a website to a teacher if I think it is unsuitable. I understand that if these are searched on my user details then an alert is created and school are informed immediately.
- When using the school's google drive, google classroom, google meet, I will not post inappropriate material or comments. I will ensure that I adhere to the user regulations of

mute and the camera as requested. This also applies if I am in an online meeting with an outside agency.

- ▮ I will not upload or download anything that might upset people online.
- ▮ I won't be involved with cyber-bullying, including the use of images, or make comments online that are untrue, unpleasant or rude about school staff, pupils or the school.
- ▮ Images of pupils, staff and the school will only be taken, stored and used for school purposes in line with school policy. Images will not be posted on the school website or in the media communications without permission.
- ▮ I will not look for or use ways to bypass the school filtering or proxy service.
- ▮ I will immediately report any damage or faults involving equipment or software, however this may have happened.
- ▮ When using the internet for research, I will respect copyright regulations and I should ensure that I have permission to use the original work of others in my own work
- ▮ I am aware that my use of the internet and school-based technologies is monitored and if any inappropriate behaviour is flagged, then this will be brought to the attention of the headteacher and will lead to sanctions being enforced.
- ▮ I understand that I am responsible for my actions and online activity both in and out of school
- ▮ I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may result in the loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police along with reported to the online platform.

### **Agreement**

I have read and understood all of the above listed points relating to my use of technology within school. I understand that if I fail to comply with this Acceptable Use Policy agreement, I could be subject to disciplinary action.

Student Name..... Student Signature.....

Date:.....