ICT Pupil/ Student Acceptable Use Policy

Please show that you have read, understood and agree to the rules included in the Acceptable Use Agreement by signing the form (lime green) and returning it to the school reception office.

If you do not sign and return the Parent/ Pupil AUP (lime green), you are not allowed to use school ICT systems.

Background / Rationale

The requirement to ensure that children and young people are able to use the internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work in schools are bound. A school E-Safety policy (available from the website) should help to ensure safe and appropriate use. The development and implementation of such a strategy should involve all the stakeholders in a child's education from the Headteacher and governors to the senior leaders and classroom teachers, support staff, parents, members of the community and the pupils/ students themselves.

The use of these exciting and innovative tools in school and at home has been shown to raise educational standards and promote pupil/ student achievement.

However, the use of these new technologies can put young people at risk within and outside the School. Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to / loss of/ sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet
- The distribution of personal images without an individual's consent or knowledge
- Inappropriate communication/ contact with others, including strangers
- Cyberbullying
- Access to unsuitable video games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

Many of these risks reflect situations in the off-line world and it is essential that the E-Safety policy is used in conjunction with other school policies (eg behaviour, anti-bullying and child protection policies).
As with all other risks, it is impossible to eliminate those risks completely. It is therefore essential, through good educational provision, to build pupils'/ students' resilience to the risks to which they may be exposed, so that they have the confidence and skills to face and deal with these risks.

Pupil/ Student Acceptable Use Policy

School Policy
Digital technology has become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up A opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

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 ensure that pupils & students will have good access to ICT to enhance their learning and will, in return, expect the pupils/ students 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, internet browsing history, email and other digital communications including when I am using hardware or software (including cloud platforms) provided by the school outside of school.
- I will not share my username and password, nor will I use any other person's username and password (or their account).
- I will be aware of "stranger danger", when I am communicating on-line.
- I understand the need to keep the personal data of myself and others private and confidential, and only share it with trusted companies and individuals for appropriate reasons (e.g. name, email address, phone number).
- If I arrange to meet people off-line with whom I have communicated on-line, I will do so in a public place and take an adult with me.
- I will not look for any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line
  (if I see any, I will immediately report it to my Pastoral Manager or to the E-Safety Co-ordinator via esafety@hardenhuish.wilts.sch.uk).

I understand that everyone has equal rights to use technology as a resource and:
- I understand that the school ICT systems are primarily intended for educational use and whilst in lessons I will not use the systems for personal or recreational use (including webmail) unless I have permission to do so.
- Whilst in school I will not use ICT systems for on-line gaming, on-line gambling, or internet shopping.

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 make, take or distribute images, videos or audio recordings 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 upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I use any programs or software (including software to remotely access devices on a different network) 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 who sent the email, due to the risk of the attachment containing viruses or other harmful programs.
- I will not download/ install or attempt to install programs of any type (including EXE files) on a machine, or store programs on a computer, nor will I alter computer settings.
- I will not use external mass storage such as USB sticks or external hard drives with school hardware or to store school work except when this is required by the Exams Office.

When using the internet, I recognise that:
- I need to 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 download or make copies unless this is permitted under fair dealing;
  When I am using the internet to find information, I will 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.

When using personal ICT equipment and mobile devices I understand that:
- Any ICT equipment or mobile devices that I bring into school remain my responsibility. The school accepts no responsibility for the support, loss, theft or damage of such items.
- Personal mobile devices including wearable technology may be used only when given permission by a member of staff. They are to be used for school work during lessons or formal school time as part of approved and directed curriculum based activity.
- When personal mobile devices are used on the school site pupils and students will connect through the school Bring Your Own Device (BYOD) wireless provisioning. It is for the safeguarding of all involved and allows a secure connection.
- Any mains-operated electrical equipment brought on site is subject to a Portable Appliance Test (PAT) by site maintenance staff and must not be used until approved. (Note: Most ICT equipment and mobile devices can be charged at home or by connecting them via USB to a school computer. These items therefore are not considered as mains-operated.)
- Personal ICT equipment and mobile devices must not be connected to a school computer system via any cable or other connection except for charging without prior approval from ICT Support staff.
- Whilst every effort has been made to prevent the spread of software viruses by the school, it is advised that pupils and students perform their own checks.
- Personal ICT equipment or mobile devices will not be used for taking photos, videos or sound recordings; except when authorised by a member of staff. School equipment can be provided for taking photos, videos or sound recordings linked to an educational intention.

- All ICT equipment or mobile devices used to access school ICT systems must be protected with a separate pass code/password or biometric authentication. Applications used to access school ICT systems will offer to save/cache a username and password. Pupils and students will avoid this caching of credentials where possible. It is their responsibility to prevent any unauthorised access to school systems by using a separate pass code/password on the device.
- When using personal mobile devices pupils and students must only communicate with students or staff using official school systems. They must not communicate via personal mobile phone numbers or personal email accounts. School OneDrive, SharePoint or Teams should be used for any communication of school work from personal devices.
- The school accepts no liability for use of school and third party software and cloud services on personal ICT equipment/mobile devices and technical support for personal devices can only be provided on an 'advice only' basis. (Note: Technicians are not able to visit homes or work on personal ICT equipment/mobile devices that are brought into school.) The school cannot guarantee external availability of any ICT systems.

I am responsible for my actions, both in and out of school and 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 cyberbullying, use of images or personal information).
- If a member of staff believes a USB stick, mobile phone, MP3 player or any form of digital storage has been used inappropriately; then they have permission to confiscate the device and hand it in to the designated person for child protection.
- If I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action in line with the school's positive behaviour policy. Consequences may include loss of access to the school network/internet, detentions, removal iof ICT privileges or contact with parents. In the event of illegal activities the police will be informed.
- Any digital communications I make or post using software hosted by Hardenhuish School is subject to the scrutiny of Hardenhuish School authority as would be any other published document.

Please complete the Acceptable Use Policy Agreement signature form, to show that you have read, understood and agree to the rules included in the Acceptable Use Policy Agreement. If you do not sign and return this agreement, you are not allowed to use school ICT systems.