

Acceptable Use of IT Policy - Pupils

School policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside 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. Young people should have an entitlement to safe access to these digital technologies.

Digital Resources in our context refers to school Information and Communications Technology systems and equipment (such as desktop computers, ipads, laptops, tablets and other mobile devices, printers, scanners, photocopiers and other peripherals), but also to programs, applications and services available on the network or on the Internet. Therefore, we expect that this agreement is adhered to both in School and when our Digital Resources are accessed remotely.

This acceptable use agreement is intended to ensure:

- That pupils at St James Senior Boys' School will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- That St James Senior Boys' School 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 all users will have good access to digital technologies to enhance their learning and will, in return, expect the *learners* to agree to be responsible users.

Parents should also read this policy and countersign with their child, stating that they understand the terms of this agreement and the standards that their child is required to uphold with regards to the acceptable use of the school IT systems, network and equipment. If parents or pupils have any further queries regarding this policy, they should contact the school's Designated Safeguarding Lead (DSL). This policy should be read in conjunction with the Pupil Code of Conduct, the school's Online Safety Policy, Safeguarding, Anti Bullying Policy, Anti Cyber Bullying and Behaviour Policy.

Acceptable Use of IT 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.
- Any device I use will be used through the School network.
- I will not share my password, I will keep my password safe and secure and will use an appropriately secure password in accordance with Data Protection guidance.
- I will not use another student's username and password to access the school network, even if they have given me permission to do so. If I become aware that my password may be insecure, I will change it without delay.

- I will respect the privacy of others and will not seek to obtain access to their data.
- I understand that interfering with or trying to bypass any security measures the School may have in place, is dangerous and irresponsible. I will therefore respect any measures the School has deemed necessary to maintain a safe teaching and learning environment.
- I understand that the School has a responsibility to investigate any instances of irresponsible use of its digital resources. This means that any digital device, including my own personal device, may be subject to investigation at any time.
- I will be aware of the dangers of interacting with people I don't know, when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include images, names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- 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's systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not use the school's systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, social media use or video broadcasting (e.g. YouTube), unless I have permission to do so.
- I am aware that any information I share using social media becomes public information, regardless of my privacy settings.

I understand that I have to use digital technology responsibly

- I will avoid using any digital technology in any way that harms the reputation of St James Senior Boys' School or any member of the School community.
- 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 communicate only in ways that are kind, responsible, respectful and legal.
- I will avoid foul language and potentially offensive, hateful language or hurtful comments in any form of communication. Not doing so would constitute bullying, which will not be tolerated by the School.
- I will only take photographs and make audio and video recordings when participating in teacher-directed activities and with the consent of those being recorded, always ensuring that subjects are appropriately dressed when recorded. I will delete any images or videos that are recorded without consent and/or without a teacher's permission.
- I will not take or distribute images of anyone without their permission. I understand that any of the above bullet points in this section may constitute Cyber Bullying and will be investigated as such by the school, including the searching of my device and its contents.
- I will only post photographs or videos online when instructed to by a teacher and with the subject's consent. Full names should never caption an image or video. First names only are allowed (for example "Well done Alex Smith from 7LS" is not allowed when accompanying an image, but "Well done, Alex" is).

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 own personal devices in school if I have permission to do so.
- I understand that, if I do use my own devices in the school with permission, I will follow the rules set out in the relevant behaviour policy.
- 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 understand that I am not permitted to access personal email or webmail accounts or to set these up through the school network except with express permission from staff members.
- 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.
- I will not hot spot to my mobile phone to bypass the school's internet security.
- I will only use social media sites with permission.

I understand that I need to look after my digital equipment and be lesson ready:

- I will look after my School iPad and will ensure it is always in its case.
- I understand that I am responsible for ensuring my iPad is with me and charged, ready for School every day. I acknowledge that failure to do so will result in me being unable to take part fully in lessons.
- I understand that I am solely responsible for any devices, including my iPad, that I bring into School and that the School cannot be held responsible for their damage, theft or loss. I understand that I must store my device safely and securely when not in use (for example in my locker) to prevent damage or loss.
- I will look after the School's digital resources and will not do anything that will damage School ICT systems or equipment.
- I understand that I must not use any portable storage device (such as USB data sticks) in School.
- I will only use the School's printing facilities for printing academic work, after it has been authorised by a member of staff.
- I will respect copyright guidelines when using digital information.
- I will always cite and attribute all sources properly and will avoid using digital resources to commit plagiarism including the use of ChatGPT or similar AI programs. I understand that the School will not tolerate any form of plagiarism.
- I will actively avoid visiting sites that might contain or display inappropriate material. I understand that there may be severe consequences if I do.
- I will inform staff if I find any inappropriate material whilst using the School's digital resources.

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.

What I can expect to happen if I do not follow the rules included in the acceptable use agreement

- I understand that I am responsible for my actions, both in and out of school.
- I understand that appropriate action will be taken in line with the School's Behaviour and Discipline Policy, Anti-bullying Policy, Anti Cyber Bullying Policy and the School's Safeguarding Policy.

The school also reserves the right to report any illegal activities to the appropriate authorities.

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. If you do not sign and return this agreement, access will not be granted to school systems and devices.

Learner Acceptable Use Agreement Form

This form relates to the learner acceptable use agreement; to which it is attached.

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 systems.

Please return the signed form to your Form Teacher either as a hard copy or a scanned version can be sent by email to your form teacher.

I have read and understand the above and agree to follow these guidelines when:

- I use the school's systems and devices (both in and out of school)
- I use my own devices in the school (when allowed) e.g. mobile phones, gaming devices, cameras etc.
- When I use my own equipment out of the school in a manner that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, VLE, website etc.

Name of Learner:

Year: Form

Signed:

Date:

By countersigning this agreement, I understand the terms of the agreement and the standards that my child is required to uphold with regards to the acceptable use of the school IT systems, network and equipment. I agree to work with my child to ensure they are upheld.

I also give my consent for my child to use Microsoft 365.

Parent Countersignature:

Print Name:

Date: