

# Student Acceptable Use Policy (AUP)

## School Policy

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, personal and recreational 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 Agreement

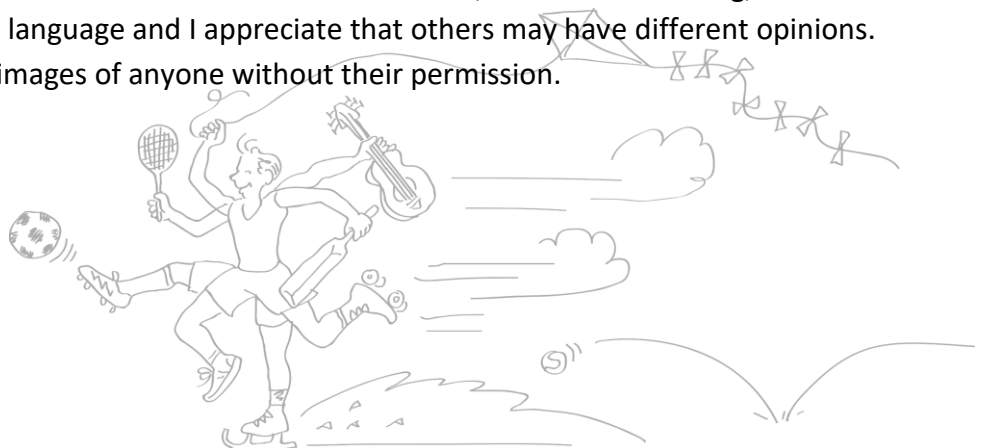
I understand that I must use all school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

### For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- 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 steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line
- 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'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 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 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 of anyone without their permission.



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**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:**

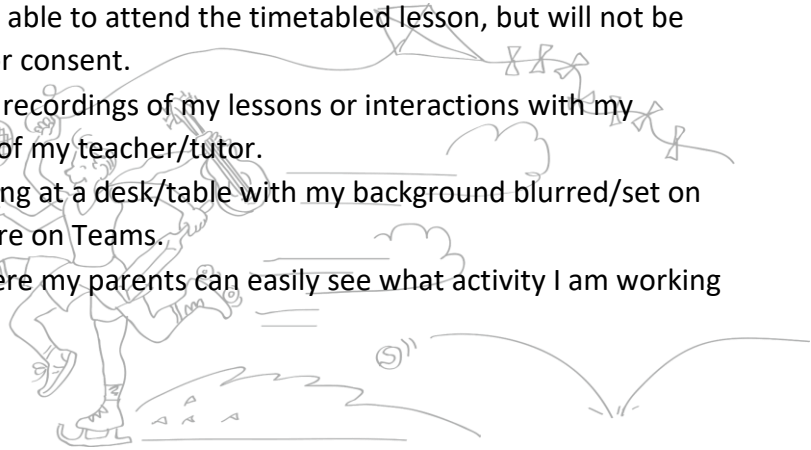
- I will only use my own personal device(s) in school if I have permission from my teacher to do so. I understand that when I use my own device(s) in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not 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 immediately report any damage or faults involving equipment or software, however this may have happened to [itsupport@sidcot.org.uk](mailto:itsupport@sidcot.org.uk)
- 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 only use social media sites with permission and at the times that are allowed.
- The School has the right to confiscate any electronic device (personal or school owned) if they reasonably believe that it has been used to commit an offence, crime or breached the school rules in any way (please refer to Digital Safety policy 12.1)

**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 (eg 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.

**Should the School need to use Online Support Learning (Virtual Lessons), I understand that:**

- All video/audio lessons and tutor sessions on Microsoft Teams will be recorded by the teacher and I will be reminded of this at the start of every lesson. The video may be shared with other students in the class who have not been able to attend the timetabled lesson, but will not be used for any other purpose without prior consent.
- I must not use, distribute or change any recordings of my lessons or interactions with my teacher without the explicit permission of my teacher/tutor.
- I must be at a suitable workspace ie sitting at a desk/table with my background blurred/set on an image through the background feature on Teams.
- Online learning should be in a room where my parents can easily see what activity I am working on. I must not be sitting on a bed.



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- I must wear suitable clothing, as should anyone else in the household. Suitable clothing items should match the smart/casual outlined in the Blue Book
- Behaviour/Language must be “classroom standard”, that is to say professional and appropriate, including any family member in the background. I must be aware that interacting with a group of individuals on line is not the same as physically being in a room with them, so I must exercise care in the manner in which I interrupt or ask questions, particularly whilst others are speaking.
- If I behave or conduct myself inappropriately in a lesson, the lesson is likely to be terminated for me and an appropriate sanction given.
- If I have a concern about anything during a lesson, I will report this on Firefly or if easier to any appropriate adult, whether that be your parent or guardian, the teacher giving the lesson or the School’s Designated Safeguarding Lead or Deputy Designated Safeguarding Lead, one of whom will always be available. They can be reached on [joanna.leite@sidcot.org.uk](mailto:joanna.leite@sidcot.org.uk) or [sarah.rice@sidcot.org.uk](mailto:sarah.rice@sidcot.org.uk) Although I will not be physically attending the School, I will always bear in mind the School policies in relation to child protection, anti-bullying, in particular cyber bullying and peer abuse, and will not hesitate to report any concerns to an appropriate adult in line with policies.
- Serious sanctions will be applied to anyone who breaks these rules

## **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 are online-bullying, use of images or personal information).
- I understand that if I fail to comply with this acceptable use agreement, I may be subject to discipline in line with the Behaviour Policy. This could include loss of access to the school network/internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

**I have read and understood the above student Acceptable Use Policy (AUP) and by pressing submit below, I have agreed to all of this policy.**

