



WEST BUCKLAND SCHOOL

Student Acceptable Use Agreement

School Policy

West Buckland School promotes the use of technology in school as all pupils will need the skills and knowledge in whatever field of work they enter when they become an adult. We ensure that our school IT network is robust and resilient and we do our utmost to ensure the safety of children when using it. It is important that pupils abide by the school rules when using technology in school and inform a member of staff immediately, if they become aware of any misuse.

This Acceptable Use Policy 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 users at risk.

The school will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

The Acceptable Use Agreement (AUA) highlights the do's/don'ts of using all technology in school and shows how we want pupils to behave when using IT. In addition, the AUA covers the following legislation: Malicious Communications Act; 1988 Data Protection Act 1998; Computer Misuse Act 1990; Communications Act 2003; Sexual Offences Act 2003

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 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 (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- I won't meet people I've met on the Internet unless I have told my parents and they come 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 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 not use the school systems or devices for on-line gaming, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so at an appropriate agreed time.

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 cyber-bully pupils, teachers or other members of staff.
- I will not take or distribute images of anyone without their permission.

I recognize 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 not use systems, applications, websites, or other mechanisms that bypass the filtering or other safeguards employed by the school
- I will not look for, view, upload or download offensive, illegal, copyright-infringing or pornographic material, or inappropriate material which may cause harm or distress to others. If I find such material on school IT equipment I will inform a teacher immediately.
- I will only use my school-supplied email address for school-related activities.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- 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.

When using my own personal device in school, I recognise that:

- I will only use my own personal devices (mobile phones / USB devices etc) in school if I have permission; **Year 7 and 8 mobile phones/personal devices should not be visible during the school day. Mobile phones may only be used by other year groups in designated areas- the tuckshop, Parker's and the library (for educational purposes), unless they have the express permission of a member of staff.** I understand that, if I do use my own devices, including use of mobile data (e.g. 3G/4G), in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment or Wi-Fi.
- I understand that, even on my own device, any material recorded or produced in a classroom is for my own personal educational use and should not be shared with others e.g. on social media.
- It is my responsibility to ensure the device is looked after, including appropriate storage and case, and that it can be identified as mine, through marking or identified serial numbers. I understand the school cannot accept responsibility for loss or damage to my own device.

When using the internet for research or recreation, I recognize 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.

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, or when using mobile data (3G/4G/5G) at school, and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- 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 / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Please complete the sections on this 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.



WEST BUCKLAND SCHOOL

Student Acceptable Use Agreement Form September 2020

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 ICT systems.

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

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (when allowed), including when using mobile data (3G/4G/5G), e.g. mobile phones, gaming devices, USB devices, cameras etc
- I use my own equipment out of the school in a way 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 Student

Tutor Group

Signed

Date