



## Pupil Acceptable Use of ICT Policy

New technologies have 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 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 internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that pupils 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 try to ensure that pupils will have good access to ICT to enhance their learning, improve their ICT skills and are also made aware of the online risks of harm posed by both individuals and also extremist and terrorist groups. In return, the school expects the pupils 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 School ICT systems, email and other digital communications.
- I understand that I may be asked to participate in random checks on my device (laptop or mobile) to ensure safe and appropriate use of the School ICT systems and internet.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- I will not disclose or share personal information about myself or others when online.
- If I arrange to meet people offline who I have communicated with online, 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 online. I recognise this may be from an individual or a group of people such as those associated with extremist or terrorist activity.
- I will only use my school email address.



**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 that I will not use the systems for personal or recreational use unless I have permission to do so.
- 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 ICT systems for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube).
- I will not send spam, chain letters or other mass unsolicited mailings.

**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, upload or distribute sound recordings, images or video recordings of anyone without their permission and I agree to abide by the school rules
- 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 personal devices (laptop or mobile phone) in school if I have permission. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand that the use of any device (laptop or mobile phone) to intimidate other pupils is unacceptable and constitutes a form of bullying.
- I will not:
  - use any device to film images or videos of other pupils.
  - use any device to film images or videos of staff.
  - use any device to make sound recordings of staff or pupils.
- 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.
- I will not try to use any programs or software that might allow me to bypass the filtering/ security systems in place to prevent access to any inappropriate materials (for example any VPN – Virtual Private Network – software)
- I understand that any attempt to circumvent the school's network security and/or filtering policies is forbidden. This includes downloading programs to bypass security (eg VPNs) or accessing and setting up proxies.
- I understand that random checks may be carried out to ensure safe and appropriate use of the technology and School ICT systems on my device, and that security systems are not being bypassed.
- I will immediately report any damage or faults involving school 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 install or attempt to install programs of any type on a school machine, or store programs on a school computer, nor will I try to alter school computer settings.
- I will not use or try to use chat and social networking sites during school.

**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.

**If using Generative AI tools, I recognise that:**

- When used responsibly, Generative AI software or tools can be used to help generate ideas or help to explain something in a different way.
- Generative AI can be an effective learning aid to enhance my understanding and skills but it is not a shortcut.
- These tools can be inaccurate, they can hallucinate (make up information) or give potentially biased information and so I will check and verify ideas and answers against reputable source materials.
- I may not use Generative AI software or tools to impersonate others or engage in any activity that may be considered deceptive or malicious.
- I should only use Generative AI to help with my learning tasks when I have permission from the teacher.
- I may not use Generative AI software or tools to cheat or gain an unfair advantage in any academic task. Specifically this means not submitting AI-created content without the necessary references or acknowledgements.
- Submitting any work generated by AI as my own would constitute plagiarism and cheating and there would be consequences as laid out in the School's Behaviour Policy.
- The school reserves the right to use AI plagiarism detectors to identify misuses of AI.
- I must follow the age restriction rules for personal accounts and must otherwise use Generative AI software under adult supervision.
- I should not enter any of my personal data into a Generative AI tool for my own safety.

**I understand that I am responsible for my actions, both in and out of school:**

- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring them into disrepute.
- 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 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.