



# **Rokeby Park Primary School**

## **Acceptable Use Policy For Students**

## Acceptable Use Policy - Students

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.

### 1. For my own personal safety

- I understand that the school will monitor my use of the ICT systems, email and other digital communications
- I will ensure I keep my Username and Password safe. I will not share it, nor will I try to use any other person's username and password
- I will be aware of "stranger danger", when I am communicating online
- I will not disclose or share personal information about myself or others when online
- If I arrange to meet people offline that 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

### 2. 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
- I will not engage in file sharing, or video broadcasting (e.g. YouTube), unless I have permission from a member of staff to do so
- I will behave appropriately when accessing online lessons using MS Teams and behave in an appropriate and responsible manner

### 3. I will act as I expect others to act towards 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

**4. 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 not use my personal hand-held/external devices (mobile phones/tablets) in the Academy. I understand that, if I do use my own devices in school that I will have the device confiscated until my parent/carer collects it and may be subject to detention
- 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 programme 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 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 programmes
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings
- I understand the use of social media and messenger sites are prohibited in school and I will not use these types of media

**5. 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
- I understand that my activity either using a desktop or laptop will be monitored using “ESafe” software, which can identify keyboard strokes and alerts staff immediately to anything that I have typed that is inappropriate or, of concern

**6. I understand that I am responsible for my actions, both in and out of the Academy**

- 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 made with parent/carers in the event of illegal activities and involvement with the police.

**By signing below, you agree to the rules laid out in this Acceptable Use Policy and are aware of the repercussions that could take place if broken.**

**Signed (pupil):**

**Signed (parent):**

**Date:**