

Digital Technology Acceptable Use Agreement 26.27

Introduction

Digital technology plays an essential role in learning, communication and everyday life. At Fulwood Academy we want every pupil to use technology safely, responsibly and respectfully.

This agreement explains the expectations for using school technology, personal devices and online services. It supports our commitment to safeguarding and reflects current UK legislation, including Keeping Children Safe in Education, the Online Safety Act and UK GDPR.

This agreement should be read alongside the Behaviour Policy, Safeguarding and Child Protection Policy, Mobile Phone Expectations, Search, Screening and Confiscation Policy and any guidance relating to online safety.

By following this agreement, pupils help create a safe, respectful and positive digital environment for everyone.

This Acceptable Use Agreement ensures:

- Young people act as responsible users and stay safe online.
- School systems and users are protected from misuse, security threats, or exposure to harmful content.
- Digital technology is used to enhance learning while ensuring compliance with the latest UK online safety regulations.

Compliance with UK Online Safety Laws

This agreement reflects the latest updates in UK online safety laws, including:

- **Keeping Children Safe in Education (KCSIE 2024)**: Schools must implement robust safeguarding measures against online threats, including risks from social media and AI-generated content.
- **Online Safety Act 2023**: Strengthening protection against online harms, including cyberbullying, online manipulation or pressure from others, and digital content moderation requirements.

Pupil Acceptable Use Agreement

ICT Use

1. I will only use ICT systems permitted by the school, such as computers, laptops, and tablets.
2. I will only use the approved email accounts provided by the school.
3. I will not use personal emails to send or receive personal data or sensitive information.

4. I will never share personal information, passwords or photographs that could place myself or others at risk.
5. I will create secure passwords, keep them private and report immediately if I believe someone else knows them.
6. I will ensure that any personal data is stored in line with UK GDPR.
7. I will delete any chain letters, spam, and other emails from unknown sources without opening them.
8. I will only use the internet for personal use during out-of-school hours, including break and lunch times.
9. I will not search for, view, download, upload, or transmit any harmful, inappropriate, illegal or misleading content, including content created using artificial intelligence (AI).
10. I will not share school-related passwords with pupils, staff, or third parties unless permission has been given for me to do so.
11. I will not use online games or gaming platforms during the school day unless they are part of a teacher-directed learning activity.
12. I will not livestream, record or broadcast any activity involving pupils or staff without permission.
13. I understand that comments made on social media outside school may still result in school sanctions where they impact the safety, wellbeing or reputation of pupils, staff or the school community.
14. I will never create, request, possess or share sexual images or videos of myself or anyone else.
15. I understand that creating or sharing indecent images of children is a criminal offence.
16. I understand that inappropriate behaviour carried out through gaming platforms, Discord, group chats or other online communities may be investigated by school where it affects members of the school community

Mobile Devices and Personal Devices

1. I will only use personal mobile devices during out-of-school hours.
2. Mobile phones must remain switched off and out of sight throughout the school day unless a member of staff gives permission for educational or safeguarding reasons
3. I will not use personal mobile devices to take photographs or videos of pupils or staff.
4. I will not use mobile devices to send inappropriate messages, images, or recordings.
5. I will ensure that personally owned mobile devices do not contain any inappropriate or illegal content.
6. I will not use my personal device in school to watch streaming media services, such as Disney+, Netflix, Amazon Video, Hulu, and BritBox.
7. I will not use my personal device in school to watch pornography or view other inappropriate content.
8. I understand that access to the school Wi-Fi system using personal mobile devices requires approval from the IT Network Manager or IT Technician and that school internet access is monitored.

9. I will not use personal mobile devices to communicate with staff unless explicitly permitted by school policy.
10. Personal devices remain the responsibility of the pupil.
11. The school cannot accept responsibility for loss, theft or damage to personal devices brought onto the school site.
12. Smart watches and other wearable devices (This includes smart watches, smart glasses, wireless cameras and other internet-enabled wearable technology.) must be used in line with the school's behaviour and mobile phone expectations.

Online Safety and Digital Literacy Training

1. Before gaining access to digital resources, I must complete mandatory online safety training.
2. Online safety training will be delivered through **PSHE lessons, school-wide assemblies, and workshops.**
3. I will apply online safety knowledge to recognise, report, and prevent online risks, including those related to AI-generated content and social media manipulation.
4. I will not share misleading or AI-generated content that could cause harm to myself or others.

Artificial Intelligence (AI)

I understand that AI tools, such as ChatGPT, Copilot and image generators, can support learning when used appropriately.

I understand that AI can make mistakes and generate false or misleading information. I remain responsible for checking the accuracy of any information before submitting work or sharing it with others.

I will:

- only use AI tools when permitted by my teacher
- never present AI-generated work as my own
- check that AI-generated information is accurate before using it
- never use AI to create harmful, offensive, abusive or misleading content
- report any inappropriate AI-generated content to a member of staff.

I will not use AI to impersonate another person or create fake images, videos or recordings of members of the school community

Security and Monitoring

1. I understand that all activity carried out using school devices, school accounts and the school network may be monitored, recorded and reviewed to help keep everyone safe.

2. Monitoring may include internet use, email, cloud storage, files created on school devices and activity carried out whilst logged into school accounts.
3. I will not attempt to bypass security settings or filters.
4. I will immediately report any security concerns or faults involving equipment or software to the IT Network Manager.
5. I will not open any hyperlinks in emails or any attachments unless I know and trust the sender.
6. I will not install or attempt to install or store programs of any type on any school device, nor will I attempt to alter computer settings.

Research and Copyright Compliance

1. I will ensure that I have permission to use the original work of others in my own work.
2. Where work is protected by copyright, I will not try to download copies (including music and videos).
3. When using the internet to find information, I will check that the information is accurate, as I understand that online content may be misleading or intentionally false.
4. I understand that copying work from the internet or AI without acknowledgement may be treated as plagiarism.

School Community and Online Conduct

1. I understand that everyone has equal rights to use technology as a resource.
2. 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.
3. I will be polite and responsible when communicating online. I will not use strong, aggressive, or inappropriate language and will respect different opinions.
4. I will not take or distribute images or videos of anyone without their permission.
5. I understand that the school has the right to take action against me if I am involved in incidents of inappropriate behaviour that violate this agreement, even if they occur outside school and affect the school community (e.g., cyberbullying, misuse of images, or personal information).
6. Clarifying Digital Footprint Awareness
 - a. *"I understand that my online actions contribute to my digital footprint and may have long-term consequences."*
 - b. *I understand that everything I post online can form part of my digital reputation and may remain online permanently.*
 - c. *I will think carefully before posting, sharing or commenting online.*
 - d.
7. Cyberbullying & Respectful Conduct
 - a. *I will never use technology to bully, intimidate, threaten, embarrass or deliberately exclude another person.*
 - b. *I understand that online behaviour is treated as seriously as behaviour in school where it affects members of the school community.*
8. AI-Generated Content Awareness

- a. I will check that AI-generated information is accurate before using or sharing it.
9. Parental Involvement & Support
 - a. *"I understand that my parents/carers may be informed if I violate this agreement, and they will be encouraged to support my responsible digital use."*
10. Misinformation
 - a. I will think critically about information I see online and understand that photographs, videos and online posts can be edited, manipulated or generated using AI.
 - b. If I am unsure whether something is true, I will ask a trusted adult.
11. Reporting

If I see anything online that makes me feel unsafe or worried, I will:

- stop using the website or app
- not share the content
- tell a trusted adult or member of staff immediately
- report cyberbullying or harmful content whenever possible.

I will report immediately if I receive:

- threatening messages
- inappropriate images
- online bullying
- scams or phishing attempts
- requests for personal information
- suspicious AI-generated content.

If This Agreement Is Not Followed

- Then say
- Failure to follow this agreement may result in one or more of the following:
- loss of access to school technology
- confiscation of devices in accordance with school policy
- behaviour sanctions
- restorative conversations
- parental contact
- safeguarding referrals
- police involvement where appropriate.

Final Agreement

By using digital technology at Fulwood Academy, I agree to use it safely, respectfully and responsibly. I understand that following this agreement helps protect both myself and others and supports a positive learning environment.