

Digital Technology Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should always have an entitlement to safe internet access.

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 Pupils to agree to be responsible users.

Pupil Acceptable Use Agreement

1. I will only use ICT systems which have been permitted for my use by the school, such as:
 - i. Computers.
 - ii. Laptops.
 - iii. Tablets.
2. I will only use the approved email accounts that have been provided to me.
3. I will not use personal emails to send and receive personal data or information.
4. I will not share sensitive personal data with any other staff, pupils or third parties unless explicit consent has been received.
5. I will ensure that any personal data is stored in line with the UK GDPR.
6. I will delete any chain letters, spam and other emails from unknown sources without opening them.
7. I will only use the internet for personal use during out-of-school hours, including break and lunch times.
8. I will not search for, view, download, upload or transmit any explicit or inappropriate material when using the internet.
9. I will not share school-related passwords with pupils, staff or third parties unless permission has been given for me to do so.

Mobile Devices

10. I will only use personal mobile devices during out-of-school hours.
11. I will ensure that personal mobile devices are either switched off or set to silent mode during school hours.
12. I will not use personal mobile devices to take photographs or videos of pupils or staff.
13. I will not use mobile devices to send inappropriate messages, images or recordings.
14. I will ensure that personal owned mobile devices do not contain any inappropriate or illegal content.

15. Access to the Wi-Fi system using personal mobile devices is permitted by requesting access from the IT Network Manager or IT Technician. I understand school internet access is monitored.
16. I will not use personal mobile devices to communicate with staff
17. I will not store any images or videos of pupils or staff on any mobile device unless consent has been sought from the individual(s) in the images or videos.
18. I will not use my personal device in school to watch streaming media services over Wi-Fi, such as Disney+, Netflix, Amazon Video, Hulu and Brit Box.
19. I will not use my personal device in school to watch pornography or view other inappropriate content.
20. In line with the above, I will only process images or videos of pupils or staff for the activities for which consent has been sought.

I understand that everyone has equal rights to use technology as a resource and:

21. 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.
22. 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.
23. I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me:

24. 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.
25. 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.
26. I will not take or distribute images of anyone without their permission.

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:

27. I will immediately report any damage or faults involving equipment or software, however this may have happened to Mr Elliott ICT Network Manager
28. 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).

29. 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.

When using the internet for research or recreation, I recognise that:

30. I should ensure that I have permission to use the original work of others in my own work
31. Where work is protected by copyright, I will not try to download copies (including music and videos)
32. 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:

33. 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).
34. I understand that if I fail to comply with this Acceptable Use 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.

Agreement.

- 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) 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, website etc.

By attending Fulwood Academy you agree to abide by the Digital Technology Pupil Acceptable Use Agreement.