



Saint GREGORY'S
Bath

Student Acceptable Use Policy

Key Information

Title	Student Acceptable Use Policy	
Prepared By	Mr McDermott, Director of Pastoral Care	May 2019
Checked By	Mrs Corrigan, Chair Christian Vision Committee	20.05.2019
Approved By	Christian Vision Committee	20.05.2019
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Version History

Version	Date	Amendments
V01.0	20.05.2019	
V01.1	26.04.2020	Updated due to COVID-19
V01.2	29.06.2020	Approved by Christian Vision Committee

In Christ we flourish

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 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 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 users at risk
- will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users

Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way to ensure that there is no risk to my safety or to the safety and security of the 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 will **NOT** arrange to meet people off-line that I have communicated with on-line.
- 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, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube).
- 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. 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 own personal devices (mobile phones) in school if I have permission. I understand that if I do use my own devices in the school I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- 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 programmes 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 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 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 will only use the school email system and the school's learning platforms, Microsoft Teams and Google Classroom, for school related work.
- I will ensure I only send appropriate messages to both teachers and other students through school email. I will not use my own personal email for school purposes.
- While using the school learning platforms I will respect other members of the group and never communicate inappropriately.
- Work produced using either Microsoft Teams or Google Classroom will always be appropriate and will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- Never use the school email for distributing, accessing or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment or bullying
- Work produced and sent through the schools learning platforms should never infringe upon copyright and accessing copyrighted information in a way that violates the copyright holder. I will always reference the work used.
- Never use the school learning platforms and email communication system for personal use or sending chain letters, social media material or blogging inappropriate images, etc.
- I will always ensure I do not use the school learning platforms to share personal information such as full names, locations, family information, phone numbers, etc.
- In all lessons being live streamed using Google Classroom and Microsoft Teams I will turn my camera and mic off, unless the teacher requests otherwise. I understand that the teacher can choose if they wish to use the camera to deliver their live lesson or not.
- 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 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.

Name:

Signature:

Date: