

## Acceptable Use of IT Policy Agreement – Pupils Year 4-13

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 of IT Policy Agreement is intended to ensure:

- that Radnor House Sevenoaks pupils will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that Radnor House Sevenoaks 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 the pupils to agree to be responsible users.

Parents/carers should also read this policy and countersign with their child (on page 3), stating that they understand the terms of this agreement and the standards that their child is required to uphold with regards the acceptable use of the school IT systems, network and equipment. If parents/carers or pupils have any further queries regarding this policy, they should contact the DSL, who is Head of Online Safety. For further information, please see the school's Online-safety Policy and other relevant policies on the school website (e.g. Safeguarding, Remote Working, Anti-bullying, Behaviour, etc.)

### Acceptable Use of IT 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 all my use of the internet and other related technologies can be monitored and logged by the school, and may be made available to the teachers.
- 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 will change my password as required by the school.
- I will only use my school e-mail address, and will only email or contact people as part of learning activities.
- I will be aware of "stranger danger" when I am communicating on-line, and will not disclose or share personal information about myself or others when on-line (this could include name, address, email address, telephone number, age, gender, educational details, etc.).
- 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 know that I can report online grooming concerns to [CEOP](#) and that I can find online advice on the [ThinkuKnow](#) website.
- I will never arrange to meet someone face to face who I have only previously met in an app, site or game without telling and taking a trusted adult with me.
- I understand that many apps have geolocation settings (identifying my location or where I made a post or took a photo). I will make sure that I know how to turn geolocation on and off, and not tell the world where I am at all times or make it too easy to find out where I live or go to school
- I will respect my body and other people's – part of that means using positive words about myself and others; it also means not revealing too much on camera and not sharing or posting photos or videos that show me or anyone else without all my/their clothes on.
- It is illegal to view any form of pornography if you are under 18 years old; I will not attempt to do so and will report anyone who tries to trick me into doing so.

- I know that I can always say no online and end a chat or block a friend; if I do, it's best to talk to someone about it as well.
- I know who my trusted adults are at school, home and elsewhere, but if I know I can also get in touch with [Childline](#), [The Mix](#), or [The Samaritans](#).

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

- I understand that the school systems and devices are not to be used for personal or recreational use.
- 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 or gambling, internet shopping, file sharing, Video broadcasting (e.g. YouTube) (with the exception of with the use of on-premise school systems, Show My Homework, Microsoft 365 and Adobe Creative Cloud).

I will act as I expect others to act towards me, with respect at all times:

- 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, or language that could stir up hatred against any ethnic, religious or other minority group, and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.
- I understand that bullying online or via technology is just as unacceptable as any other type of bullying, and will not use technology in this way, at school or outside.

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:

- During the school day, I will not use my own mobile phone at any point in the school day (unless in an emergency). It must be turned off and stored in my locker. Sixth Formers may keep their mobile phones on their person, but can only use them in the Sixth Form Common Room. Sixth Formers who bring and use their own computing device in school will be required to agree to, and sign, the school's Bring Your Own Device Policy.
- 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 not use disks, memory sticks or any other hardware with school equipment, without the permission of a teacher.
- I will handle all IT equipment carefully and will not touch power/network cables, or eat and drink in the IT suites.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- If I see any misuse of computers and other IT equipment, I will report it to a teacher.
- 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 not attempt to bypass the school internet filtering system.
- I will only use social media sites authorised by the school for educational purposes with permission and at the times that are allowed.
- I will comply with the Rules for Use of Devices in the Classroom found in Appendix A

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

- 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 I am responsible for my actions, both in and out of school:

- I understand that all my use of the internet, the network and other related technologies can be monitored and logged by the school.
- I understand that the school 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 (i.e. cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use of IT Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, the school contacting parents and, in the event of illegal activities, involvement of the police. For further details regarding sanctions, please refer to the school Behaviour Policy, which is on the school website.

## **Appendix A - Rules for Use of Devices in the Classroom**

This agreement is written to establish firm rules for the appropriate use of devices for Teaching and Learning in the classroom. Adhering to these rules will enable pupils to stay on-task when they are using their devices in class, to respect their own and others' privacy, and to be aware of how their conduct affects the classroom learning environment.

1. All work for assessments and homework must be printed off in advance of the homework deadline by the pupil and stuck into the pupil's exercise books ready for submission by the deadline set by the teacher. Only work handed in via the pupil's exercise book will be marked. The teacher will not accept any work which is emailed or shown on screen during a lesson.
2. Pupils must turn off ring-tones and other audible alerts on their device before class begins.
3. All devices must be brought to school fully charged and ready for the start of the school day.
4. The use of devices for non-course related activities such as texting, emailing, using social-networking applications and sites, and playing games is prohibited.
5. Pupils must respect the class-teacher's designated "screen-down" rule.
6. The collaboration area of Class Notebook and within Teams is for academic purposes only and must be used appropriately. Language must be formal and respectful.
7. Pupils who need to contact the teacher should do so via the collaboration section of the appropriate Class Notebook or through ShowMyHomework. At all times, language must be formal and respectful.
8. Pupils must not use their devices to record audio or video during class unless it is as part of the lesson objectives. Any material recorded with the permission of the teacher must not be distributed and must only be used by the individual for studying and completing the course.
9. If the above rules are not followed assiduously school sanctions will be applied according to the sanction policy and the pupil's access to the devices will be restricted.

## **Appendix B – Rules for Remote Working**

1. In line with their expected timetable, pupils should visit their Microsoft Teams Class
2. Unless otherwise directed, pupils should use their Microsoft OneNote Class Notebook to record and submit work.
3. During a live lesson, pupils should turn off their camera and mic before clicking 'Join Now' and should keep the conversation/chat channel open.
4. Pupils should use their designated Microsoft Teams chat channel to communicate with their teachers and ask questions if they do not understand/require help. Alternatively, they may email the teacher as appropriate/if they are having difficulties.
5. Any necessary email contact between staff and pupils must be conducted using school email and within normal school hours.
6. Pupils should not use emojis or gifs unless the teacher has asked them to.
7. Pupils should not record any online lesson content. Any pupil found to be capturing personal information in this way will be sanctioned according to the school behaviour policy.

Parents/carers and pupils should complete the sections on this page to show that they have read, understood and agree to the rules included in the Acceptable Use Agreement. If this agreement is not signed and returned, access will not be granted to school systems and devices.



**Pupil Acceptable Use of IT Agreement Form**

This form relates to the Acceptable Use of IT Policy Agreement for Pupils, to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use of IT Policy Agreement. If you do not sign and return this agreement, access will not be granted to school systems.

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 equipment out of school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, 365 resources, websites etc.

Name of Pupil: .....

Class: .....

Signed: .....

Dated: .....

By countersigning this agreement, I understand the terms of the Acceptable Use of IT Policy Agreement and the standards that my child is required to uphold with regards the acceptable use of the school IT systems, network and equipment. I agree to work with my child to ensure they are upheld.

I also give my consent for my child to use Show My Homework, Microsoft 365, Adobe Creative Cloud and other WEB2.0 educational websites.

Parent / Carer Countersignature .....

Print Name: .....

Dated: .....