Mayfield	Policy Name: Acceptable Use of ICT Policy (AUP) - Pupil Owner: Deputy Head Review Date: August 2019 next Review date: August 2020 This policy will be revised as regulations or review demands.

Introduction

The use of the latest technology is actively encouraged at Mayfield School, recognising its significant benefits. These include not only the ways in which it can support and enhance learning, but also its potential for effective communication and preparation for the world beyond school. The school also has a responsibility to protect pupils, staff and the School from abuse of the system, and to promote effective and safe use of these technologies.

This Acceptable Use Policy is intended to ensure that all students will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use. It is also to make sure that School systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

This Acceptable Use Policy Agreement sets out the rules that you must adhere to when you use:

- School systems and devices (both in and out of school)
- Your own devices in school (when allowed) e.g mobile phones, tablets, laptops, USB devices, digital cameras, gaming devices etc.
- Your own devices out of school to for example, communicate with other members of school, use School email, social media, forums, School cloud etc.

The School system has strong security filters and allows appropriate monitoring. **Parents are advised that if pupils have 3G/4G enabled devices they can bypass our security and filters, and therefore we ask that they set up parental controls via their provider. (Each individual provider can give advice on the controls available via their systems). Our provision is under constant review and development.**

Please read this agreement carefully and ask your tutor, Mrs Bartlett or another member of staff, if there is anything in it you are not sure about. The teacher responsible for Online Safety is Mrs Green.

If you do not sign this agreement, you will not be granted access to the School network and resources.

I will be responsible for my actions, both in school and out of school.

- I understand that I must have permissions to use the original work of others in my own work, that sources used are references, and where work is protected by copyright, I will not download copies. This includes music, films and videos.

- 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 both in and out of School and where they involve any members of the School community.

- I understand that if I fail to comply with this Acceptable Use Agreement, I may be subject to disciplinary action. This may include loss of access to the School network and internet, sanctions as detailed in the Rewards and Sanctions Policy and Anti-Bullying Policy, contact with parents, and in the event of illegal activities, involvement of the police.

I will take care of my personal safety and look after others while using the internet and other digital technologies.

- I understand that the School content filter software will monitor my use of the systems, devices and digital communications.

- I will keep my password secure and will not share it with others. I will not write or store it where someone else may have access to it. I will not use another member of the community's details.

- I will be aware of 'stranger danger', when I am on-line.

- I will be careful when disclosing or sharing personal information about others or myself on-line and will make sure that I know the purpose for which my information will be used.

- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line to a responsible adult in School. If I am concerned about another student receiving inappropriate behaviour, I will report it.

- I will avoid sites that incite people towards behaviours such as bullying, racism or terrorism and those, which encourage people in other risk behaviours.

- I will only use social media sites if they are age appropriate, I have permission and at the times that are allowed.

- I will be polite and responsible when I communicate with others; I will not use strong, derogatory, aggressive or inappropriate language, and I will appreciate that others may have different opinions.

- I will not take or distribute video, audio, or images of anyone without their permission.

- I understand the risks, and will not upload, download or access any materials, which are illegal or inappropriate, or may cause harm or distress to others.

I will respect the technology and services I use to make sure that School devices, and all users, including me, are protected and safe from accidental or deliberate harm.

- I understand that I may bring my own devices (BYOD) into School if I have permission, that I do so entirely at my own risk, and that the School accepts no responsibility or liability in respect of lost, stolen or damaged devices.

- I understand that, if I use my own devices in School I will follow the rules set out in this agreement, in the same way as if I was using School equipment.

- I will not use any programs or software to bypass the filtering and security systems.

- 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 or organisation who sent the email, or if I have any concerns about the validity of the email.

- I will not install or attempt to install or store any programs or apps of any type on any School device.

- I will not alter School computer or device settings unless I have permission.

- I understand that as well as educational use, I may also use School technology for personal or recreational use if I have permission.

- I will not make downloads or uploads without permission.

- I will not use the School systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or broadcasting videos or livestreaming without permission.

- 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 check that information 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.

A copy of this policy is available on the School website: www.mayfieldgirls.org.



Pupil Acceptable Use of ICT Policy Agreement

I have read and I understand the School's Pupil Acceptable Use of ICT Policy Agreement. I shall adhere to the rules when I use School systems and devices, my own devices in school and my own equipment out of school to communicate with other members of the School.

I shall use the computer system and Internet in a responsible way and obey these rules at all times.

Print name: _____

Tutor Group: _____

Signed: _____

Date: _____