



Acceptable Use Agreement for Pupils Using School IT Facilities (Senior School)

Name of Agreement	Acceptable Use Agreement for Pupils Using School IT Facilities (Senior School)
ISSR	N/A
Reviewed by	SLT
Author/SMT	Mrs Mel Joel, Designated Safeguarding Lead
Date of School review	September 2024
Date of next School review	September 2025

Overview

This agreement applies to pupils in the Senior School.

Pupil e-Safety Agreement

Including use of home/personal devices on School premises and use of School wi-fi and, the use of personal devices (which includes mobile phones) on and away from the School site pertaining to Alleyn's School, all staff and pupils and families in the Senior School.

1. I will only use the School's computers and other digital devices for Schoolwork and homework.
2. I will not use School ICT facilities within School or any other IT facilities outside to break the Anti-bullying Policy or Pupil Code of Conduct and am aware of the potential legal consequences.
3. I will not access, create, download, copy, print or distribute any material that may be considered to be racist, sexist, obscene, violent or bullying, or make derogatory or hurtful comments about other pupils and/or staff. I will not participate in any activity that can be reasonably classed as cyber-bullying (repeated activity intending to hurt others). I will not bring the School into disrepute by any use of the internet or social media on or off the School site.
4. I know that I am fully responsible for all comments I make or content which I create on the Hub and on Teams, for the content of any email I create or send, as well as the content of any files in my possession or in my user area.
5. I am responsible for online social media content which I create, promote through commentary or other mechanisms of social media platforms, including sharing of content. This includes messaging services and the sharing of images via Bluetooth, Airdrop or other operations.
6. I understand that when using School approved group messaging services such as Microsoft Teams that all messages are moderated and anything inappropriate or offensive will be the subject to sanctions.

7. I am aware that the School uses software that can identify when inappropriate or offensive words or phrases are typed into School computers.
8. I will not share information from School IT systems (including screenshots, and material from the Hub) outside the School, or on any form of social media.
9. I will not attempt to visit internet sites that I know to be banned by the School.
10. I must not attempt to circumvent the Internet Filtering system in any way. This includes the use of a VPN.
11. The use of social networking sites and the playing of games on the School site outside of authorised clubs and societies is forbidden.
12. I will not access any chargeable Internet services, nor buy, nor offer for sale, any item over the Internet, the Hub, tablet device or by email.
13. I will keep secret my own user ID and password and will not log on with anyone else's user ID and password.
14. I will use a strong password made up of '3 random words' as is best practice, which includes, lower & upper case, numbers and special characteristics, totalling in excess of 9 characters
15. I will not give out personal details such as my name, address, photograph, telephone number, bank account or credit card details, on the Internet, the Hub or by email.
16. I will not open an email attachment, or download a file, unless I know and trust the person who has sent it.
17. I will not capture any images of other people, either at the School or outside (if there is a risk of their happiness at School being compromised), without their permission, and will never distribute images of other people on social media or the internet without their consent.
18. I understand (according to *Keeping Children Safe in Education* (Sep 2024)) that, consensual and non-consensual sharing of nude and semi-nude images and/or videos and taking and sharing nude photographs of under 18 year-olds is a criminal offence.
19. I will not participate in any activity on the School IT network that runs the risk of my being drawn into extremism – this falls under the duties set out for Schools to protect children "...from the risk of radicalisation". [From *Keeping Children Safe in Education* (September 2024). This is covered in the PSHE programme at School and members of staff are available for discussion about any concerns in this area.]
20. I will bring my own windows based device for use in lessons and connect to the School Wi-Fi. However, I know I must adhere to the rules stated in this document.
21. When I use a mobile device of my own in School (under appropriate supervision from a member of staff) I will abide by the Code of Conduct for use of such devices published on the Hub in the 'IT Support' section.
22. I will not download files and install programs or scripts of any kind on any School computer or tablet device, or any other person's devices.
23. I will not bring in a USB or other portable hard drives but will instead use the One Drive provided by the School.
24. I will only edit or delete files in my user area and will not encrypt or password protect them.
25. I will not save files onto School devices and will delete any content made at the end of the lesson unless instructed not to do so.
26. I will behave sensibly in computer rooms and treat the equipment with respect.
27. I will not take food or drink into any of the computer rooms.
28. I will report any faulty or broken equipment to a member of the IT Support staff as soon as possible.
29. I will not use classroom technology without a teacher present. (This includes the teacher PC, whiteboard, projector, interactive screen, television and any mobile devices or technology provided for the use of the teaching staff.)
30. I am aware that the use of any School computer, tablet device, classroom technology, telephone or communications facility for any unauthorised activity is against School policy and may even be a criminal offence.

Online Safety: General reminders

- You should not share ANY personal contact information or images online
- You should be mindful of who you are speaking to online and speak to a teacher or your parents if you are concerned
- Ensure your privacy settings are set correctly.

The following organisations can support you in your digital and online behaviour.

<https://www.digitalawarenessuk.com/>

<https://teentips.co.uk/>

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

By clicking the submit button below, you confirm that you have read and agree to abide by the above e-safety agreement and acceptable use policy.