

## **Student Acceptable Use Policy (AUP) 2018-19**

As a student at Weatherhead High School, you have access to a varied range of computers and software systems, including access to the internet, to support and enhance your education. Weatherhead High School will endeavour, wherever possible, to provide a safe and secure environment for its users, free from inappropriate material.

The school has an e-safety education programme but the responsibility lies with each individual to use ICT in a safe, sensible and responsible manner, to ensure that there is no risk to your safety or to the safety and security of other users, or the ICT systems.

### **For my own personal safety:**

- I will not share my passwords. I will not reuse or recycle passwords. A strong password includes numbers, symbols, capital letters and lower-case letters.
- I will not disclose or share personal information about myself or others online.
- I will be aware of '*stranger danger*' when communicating online and I will report contact from people I do not know.
- I will not arrange to meet '*strangers*' offline that I may have communicated with online.
- I will immediately report any unpleasant or inappropriate material or message sent to me, or accidentally accessed by me, or anything that makes me feel uncomfortable when I see it online.

### **I understand that I am responsible for my actions both in and out of school**

- I will not try to use any other person's username/password to access the computer network, virtual learning environments (e.g. MathsWatch, SAM Learning, Google Classroom) or internet sites or apps (e.g. social media, email, cloud storage, online gaming).
- I will respect the legal protection provided by copyright and licence to programs and data.
- I will not download, browse, upload, send or forward illegal or offensive material.
- All work uploaded/displayed and sent via the school's learning platforms will be appropriate and inoffensive.
- Use of the computers will not involve any activities which would be damaging to the school or its reputation.
- I will only send or receive text, images, audio or video which is polite and responsible. I must not violate (break) any law or regulation, be defamatory (insulting), offensive (hateful), abusive (violent), indecent (unsuitable/lewd), obscene (rude), harass or cause distress.
- The use of any form of electronic communication, in or out of school, to make derogatory, offensive or threatening comments about any member of the school community (students, staff, parents/carers, governors) is not acceptable at Weatherhead and will not be tolerated. Sanctions will be applied as deemed appropriate by the Headteacher, including the potential for exclusion, permanent or otherwise.

### **I will act as I expect others to act towards me**

- I will not take or distribute images of anyone without their permission.
- I will respect others' work and property and I will not access, copy, delete, 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 others may have different opinions.
- I will be accepting of others regardless of gender, religion, race, age, disability or sexual orientation.

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

- I understand that the school ICT systems are primarily intended for educational use; I will not use the systems for personal or recreational use unless I have permission to do so.
- I understand that the school monitors my use of the ICT systems and digital communications to help identify harmful content and misuse online and offline.
- I understand that the school reserves the right to delete any files that may be held on its computer systems.
- I will not download or install anything that knowingly may threaten the school ICT systems.

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

- I should ensure 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 (this includes music and videos).
- When 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 an attempt to mislead me.

I understand that anyone who fails to comply, or who acts in a way that is inappropriate or irresponsible, may lose access rights to the school computers and parents/carers may be informed. In some cases this may lead to the application of school sanctions. In exceptional circumstances, where there are reasonable grounds to suspect that a user has committed a serious criminal offence, the police will be informed and a criminal prosecution may follow.

Due to the evolving digital world and emerging electronic resources, this AUP will be subject to constant review.

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**Student Acceptable Use Policy Agreement Form 2018-19**

**PARENT/CARER:** We have discussed the student AUP and my daughter/ward agrees to follow the e-safety rules and to support the use of ICT at Weatherhead High School.

Parent/Carer signature: ..... Date: .....

**STUDENT:** I have read and understand the Acceptable Use Policy and agree to follow these guidelines when:

- I use the school ICT systems and equipment (*both in and out of school*)
- I use my own equipment in school (*where permitted*)
- I use my own equipment out of school in a way that is related to me being a member of this school e.g. communicating with other members of the school community

I agree that any use of the computers will not involve any activities which would be damaging to the school or its reputation.

Student name: ..... Form: .....

Student signature: ..... Date: .....

**A copy of this policy is available on the school website.**