

# **Saffron Walden County High School**

## **Secondary Student Acceptable Use - Agreement / E-Safety Rules**

The school will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

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

- I understand that the school will monitor my use of 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 the risks 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.)
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- 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), unless I have permission of a member of staff to do so.

### **I will act as I expect others to act toward me:**

- 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 / USB devices/ wearable technology etc.) in school if I have permission or in the Sixth Form as set out in the BYOD policy. 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 however trivial.
- 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 I do use the work of others, I should cite the author for reference.
- 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.

**In addition:**

- 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.

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

Dear Parent/ Carer,

ICT including the Internet, learning platforms, e-mail and mobile technologies have become an important part of learning in our school. We expect all students to be safe and responsible when using any ICT. It is essential that students are aware of E-Safety and know how to stay safe when using any ICT.

This form relates to the student Acceptable Use Agreement, 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 Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

Students are also expected to read and discuss this agreement with their parent or carer and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with their form teacher or the SWCHS E-Safety Co-ordinator.

Students: by signing you agree to follow these guidelines when:

- Using the school systems and devices (both in and out of school).
- Using your own devices in the school (when allowed) e.g. mobile phones, wearable technology, USB devices, cameras etc.
- I use my own equipment out of the school / academy in a way that is related to me being a member of this school / academy e.g. communicating with other members of the school, accessing school email, VLE, website etc.

Parents: by signing this agreement you also agree to:

- Support the school approach to on-line safety and not deliberately upload or add any images, sounds or text that could upset or offend any member of the school community

This Acceptable Use Agreement is a summary of our E-Safety Policy which is available in full via our publications scheme on our website.

Please return this form to school for filing via your child's form tutor.

**Student and Parent/ carer signature**

We have discussed this document and .....(Student name) agrees to follow the E-Safety rules and to support the safe and responsible use of ICT at Saffron Walden County High School.

Parent/ Carer Signature .....

Student Signature.....

Form ..... Date .....