

D. Online Safety Acceptable Use Agreement Secondary Pupils

- I will only use school IT equipment at school for school purposes.
- I will not download or install software on school IT equipment.
- I will only log on to the school network, other school systems and resources using my own school user name and password.
- I will not reveal my passwords to anyone other than a parent/carer.
- I will not use my personal email address or other personal accounts on school IT equipment.
- I will make sure that all my electronic communications are responsible and sensible.
- I understand my behaviour in the virtual classroom should mirror that in the physical classroom.
- I understand that everything I search for, access, post or receive online can be traced now and in the future. My activity can be monitored and logged and if necessary shared with teachers, parents/carers and the police if necessary. I know it is essential that I build a good online reputation.
- I will not browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to a member of staff if I am in school, or parent/carer if I am not in school.
- I will not give out my own or others' personal information, including: name, phone number, home address, interests, schools or clubs or any personal image. I will report immediately any request for personal information, to a member of staff if I am in school or parent/carer if I am not in school.
- I should never post photographs, videos or livestream without the permission of all parties involved.
- I will not upload any images, videos, sounds or words that could upset, now or in the future, any member of the school community, as this is cyberbullying.
- I will be respectful to everyone online. I will ensure that all my online activity, both in and outside school, will not cause distress to anyone in the school community or bring the school into disrepute.
- I will not respond to hurtful behaviour online but will report it. I have the right to block and will say no to any inappropriate or upsetting request.
- When I receive a Teams meeting code from a teacher, by attending that meeting, I understand I am agreeing to the Acceptable User Agreement.
- When I receive a Teams meeting code from a teacher, I will not share it with anyone else or encourage anyone to try to attend the meeting.
- Where Teams meetings are videoed for my benefit, I will only access them through Teams and only use them for their agreed purpose. I will not try to alter or adapt them to bring embarrassment, intimidation or upset to another person.
- When I attend a Teams meeting, I will be appropriately dressed and in an appropriate working area.
- I understand that when I am in a Teams meeting, that I must still adhere to the school's behaviour management policy, and if this is not the case, I will be removed from the meeting and the relevant consequences will be issued.
- I will respect the privacy and ownership of others' work on-line and will adhere to copyright at all times.
- I will not attempt to bypass the internet filtering system in school.
- I will not assume that new technologies can be brought into school and will check with staff before bringing in any device.
- If I bring in my own device to use in school, the school will not be liable for any damage of the device or if the device is stolen. It is the responsibility of the student to ensure the device is appropriately looked after and insured.
- If given permission to use a personal device in school, I will not connect to a VPN or personal hot spotting whilst using my personal device on school grounds. I will always use the school's internet provider when on the school grounds.
- I will not lie about my age to sign up for age-inappropriate games, apps or social networks.
- I understand that not everything I see or hear online is true, accurate or genuine. I also know that some people on the internet are not who they say they are and may have ulterior motives for assuming another identity that will put me at risk. I will gain permission from parents/carers before arranging to meet someone I only know on the internet.
- I understand that these rules are designed to keep me safe now and in the future. If I break the rules, teachers will investigate, I may be disciplined, and my parents/carers may be contacted. If I break the law the police may be informed.

Dear Parent/Carer,

The internet, email, mobile technologies and online resources have become an important part of learning and life. We want all students to be safe and responsible when using any IT. It is essential that students are aware of online risk, know how to stay safe and know where to go to report problems and access support.

Students are expected to read and discuss this agreement with you and then sign below to show they will follow the terms of the agreement. Any concerns can be discussed with Online Safety Coordinator, **Mrs L Harris**.

Please can you sign and return the parent/carer agreement below.

This document will be kept on record at the school.

Pupil agreement

Pupil name.....

I have discussed this agreement with my parents/carers and understand the commitment I have made and my responsibilities.

Pupil signature.....

Parent/Carer agreement

Parent/Carer name.....

I have discussed this agreement, which highlights the associated risks when accessing the internet, mobile and digital technologies, with our child. I agree to support them in following the terms of this agreement.

I also agree not to share school related information or images online or to post material that may bring the school or any individual within it into disrepute.

Rather than posting negative material online, any parent, distressed or concerned about an aspect of school should make immediate contact with a member of staff. Negative postings about the school would impact on the reputation of the whole school community. Parents are encouraged to report breaches so that we can protect the reputation of the school, staff, students and parents.

I agree only to use personal mobile phones and devices in designated areas of the school unless otherwise informed, e.g. for specific events and activities. I understand that under no circumstance should images be taken at any time on school premises of anyone other than our own children, unless there is a pre-specified agreement. I understand that when on school premises but not in a designated area where phones can be used, they must be switched off and out of sight.

Parent/carer signature

Date