Technology Acceptable Use Agreement Students

Date of last review	March 2024	Review period	3 years
Date of next review	March 2027	Author	Network Manager
Type of policy	Non-Statutory	Approval	Head Teacher

Boldon School understands the benefits technology can have on enhancing the curriculum and pupils' learning; however, we must ensure that pupils respect school property and use technology appropriately. To achieve this, we have created this acceptable use agreement which outlines our expectations of pupils when using technology, whether this is on personal or school devices and on or off the school premises.

Please read this document carefully and sign below to accept that you agree to the terms outlined.

1. **Using technology in school**

- I will only use ICT systems, e.g. computers, laptops and tablets, which my classroom teacher has given me permission to use.

- I will only use the approved email account that has been provided to me by the IT technician.

- I will not store or use any personal data relating to a pupil or staff member for non-school related activities. If I have any queries about storing or using personal data, I will speak to my classroom teacher.

- I will delete any chain letters, spam, and other emails from unknown senders without opening them.

- I will ensure that I get permission from my classroom teacher before accessing learning materials, e.g. source documents, from unapproved sources.

- I will only use the internet for personal use during out-of-school hours, including break and lunchtimes. During school hours, I will use the internet for school work only.

- I will not share my passwords, e.g. to my school email address, with anyone.

- I will not install any software onto school ICT systems unless instructed to do so by my classroom teacher.

- I will only use recommended removable media, e.g. encrypted USB drives, and I will keep all school-related information stored on these secure.

- I will adhere to the e-safety guidelines I have been taught.

- I will only use the school's ICT facilities to:
    - Complete homework and coursework, and to prepare for lessons and exams.
    - Undertake revision and research.
    - Gather or process information for extra-curricular activities, e.g. creating the school newsletter.

- I will not use the school's ICT facilities to access, download, upload, send, receive, view or display any of the following:
    - Illegal material
    - Any content that could constitute a threat, bullying or harassment, or anything negative about other persons or the school

- Content relating to a person's sexual orientation, gender assignment, religion, race, disability or age

- Online gambling

- Content which may adversely affect the reputation of any organisation (including the school) or person, whether or not they are known to be true or false

- Any sexually explicit content

- Any personal data or information

2. **Mobile devices**

- I will use school-owned mobile devices, e.g. laptops and tablets, for educational purposes only.

- I will only use personal mobile devices during out-of-school hours.

- I will ensure that my mobile device is either switched off or set to silent mode during school hours, and will only use my device to make or receive calls when my year lead/ Key Stage Coordinator permits me to do so and then in an agreed location.

- I will seek permission from my classroom teacher before a school-owned mobile device is used to take images or recordings.

- I will not use any mobile devices to take pictures or videos of fellow pupils.

- I will not use any mobile devices to send inappropriate messages, images or recordings concerning students, staff or anything to do with Boldon School.

- I will ensure that personal and school-owned mobile devices do not contain any inappropriate or illegal content.

- I will not access the WiFi system using personal mobile devices, unless permission has been given by my classroom teacher or the Network manager.

- I will not take or store images or videos of staff members on any mobile device, regardless of whether or not it is school-owned.

3. **Social media**

- I will not use any school-owned mobile devices to access personal social networking platforms.

- I will not communicate or attempt to communicate with any staff members over personal social networking platforms.

- I will not accept or send 'friend requests' from/to any staff members over personal social networking platforms and I shall inform the DSL if any staff approach me in this way

- I will ensure that I apply the necessary privacy settings to any social networking sites.

- I will not publish any comments or posts about the school on any social networking platforms which may affect the school's reputation.

- I will not post or upload any defamatory, objectionable, copyright infringing or private material, including images and videos of pupils, staff or parents, on any online website.
- I will not post any material online that:
    - Is offensive
    - Is private or sensitive
    - Infringes copyright laws
    - Damages the school's reputation
    - Is an image or video of any staff, parent or nonconsenting pupil

4. Reporting misuse

- I will ensure that I report any misuse or breaches of this agreement by pupils or staff members to the headteacher/ SLT.
- I understand that my use of the internet will be monitored by the e-safety officer and recognise the consequences if I breach the terms of this agreement, e.g. having personal devices confiscated.
- I understand that the headteacher may decide to take disciplinary action against me in accordance with the school's Behaviour Policy if I breach this agreement.

5. Live on line learning behaviour expectations

- All staff and pupils using video communication must:
- Communicate in groups – one-to-one sessions are not permitted.
- Wear suitable clothing – this includes others in their household.
- Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material or images without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible.