



**Online Safety Policy
2(iii): Acceptable Use
Policy Agreement for
Students in the First
and Second Years**



Reviewed in: September 2023

Review by: September 2024

Reviewed by: Senior Deputy Head, Online Safety Committee

Refer also to the following policies:

Behaviour and Discipline

Anti-Bullying Policy - Living Together at Godolphin

Plagiarism

Online Safety

Acceptable Use Policy Agreement Students in the First and Second Years

School Policy

Digital technologies have become integral to the lives of children and young people, both within Schools and outside School. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Children and young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that children and young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that School systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

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 be responsible users.

Acceptable Use Policy Agreement

Please read this agreement carefully, and ask your teacher, tutor or other member of staff if there is anything in it you are not sure about. The teachers responsible for Online Safety are Mr Dain and Mrs Price.

This agreement includes School digital equipment and also your own devices in the School e.g. mobile phones, laptops, tablets, digital cameras. Please note that USB devices are strictly forbidden for use in School in any circumstances due to the threat of cybersecurity breaches.

For my own personal safety:

<ul style="list-style-type: none"> I understand that the School will monitor my use of: <ul style="list-style-type: none"> The School IT systems School devices and My digital communications. 	
<ul style="list-style-type: none"> I will keep my username and password safe and secure: <ul style="list-style-type: none"> I will not share my username and password, I will not try to use another person's username and password, I should not write down or store a password where someone might be able to steal it. My password will be complex and unique. This can be achieved, for example, by using three unconnected words or a combination of letters, numbers and symbols. 	
<ul style="list-style-type: none"> I will be aware of "stranger danger", when I am communicating on-line. 	

<ul style="list-style-type: none"> When I am online, except for legitimate purposes such as online shopping, I will not disclose or share personal information about myself or others, such as: <ul style="list-style-type: none"> Full names, Addresses, Email addresses and telephone numbers, Age or date of birth, Educational details 	
<ul style="list-style-type: none"> If I arrange to meet people that I have communicated with on-line, I will do it in a public place and take an adult with me. 	
<ul style="list-style-type: none"> I will immediately report to my tutor, Housestaff or Head of Year any unpleasant material or messages or anything that makes me feel uncomfortable when I see it online. The School will help you report this to the App or website concerned with a view to removing said material. Please also report this to IT Support so that they can block any undesirable links. 	

<ul style="list-style-type: none"> • I will not open any hyperlinks in emails or any attachments to emails (as there is a risk of the attachment containing viruses or other harmful programmes): <ul style="list-style-type: none"> ○ unless I know and trust the person or organisation who sent the email ○ if I have any concerns about the validity of the email 	
---	--

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

<ul style="list-style-type: none"> • I will respect others' work and property and will not use any other user's files, unless I have the owner's knowledge and permission. This includes: <ul style="list-style-type: none"> ○ Accessing ○ Copying ○ Deleting ○ Moving ○ Changing <p>Plagiarism is completely unacceptable – see Policy on Plagiarism</p>	
<ul style="list-style-type: none"> • I will be polite and responsible when I communicate with others • I will not use strong, unpleasant or inappropriate language • I will appreciate that others may have different opinions. 	
<ul style="list-style-type: none"> • I will not take or pass on video, audio, or image of anyone without their explicit consent. 	

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

<ul style="list-style-type: none"> • I understand that the School IT systems and devices are for educational use; • I will not use the School IT systems for personal use except in my free time and in accordance with the conditions set down in this policy 	
<ul style="list-style-type: none"> • I will not make large downloads or uploads that might take up internet capacity which might make it difficult for other users to carry out their work, unless I have permission. 	

<ul style="list-style-type: none"> • I will not use the School systems or devices for on-line gambling • I will not use the School systems or devices, unless I have prior permission, for livestreaming • I will not attempt to bypass the content filters or other security measures installed on the School's IT systems • I will not attempt to access parts of the system that I do not have permission to access 	
<ul style="list-style-type: none"> • I will not try to upload, download or access any materials which are unpleasant or inappropriate, or may cause harm or distress to others. 	
<ul style="list-style-type: none"> • I will immediately report any damage or faults involving equipment or software, however this may have happened. 	
<ul style="list-style-type: none"> • I will only use social media sites with permission and at the times that are allowed. 	
<ul style="list-style-type: none"> • I will not try and install or store programmes or apps of any type on any School device; • I will not try to alter settings on any computer or device unless I have permission. 	

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

<ul style="list-style-type: none"> • I should ensure that I have permission to use the original work of others in my own work; to do otherwise would be considered as plagiarism 	
<ul style="list-style-type: none"> • Where work is protected by copyright, I will not try to download copies (including music and videos) 	
<ul style="list-style-type: none"> • When I am using the internet to find information, I should take care to check that the information that I access is accurate • I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me. 	

I understand that I am responsible for my actions, both in and out of School:

<ul style="list-style-type: none"> • I understand that the School might take action against me if I am involved in incidents of unpleasant behaviour that are covered in this agreement: <ul style="list-style-type: none"> ○ when I am out of School and / or ○ where they involve the School community (examples would be cyber-bullying; misuse of images or personal information; hacking the School or other systems). 	
<ul style="list-style-type: none"> • I understand that if I fail to comply with this Acceptable Use Policy Agreement, I may be subject to disciplinary action. Disciplinary action may include: <ul style="list-style-type: none"> ○ Loss of access to the School network and internet ○ Informing parents ○ Sanctions as detailed in the School behaviour policy, including, in serious cases, exclusion ○ 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 this Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to School systems and devices.

Online Safety

Acceptable Use Policy Agreement Form

Students in the First and Second Years

This form relates to the Student Acceptable Use Agreement for your year group(s).

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, you will not be able to use the School ICT systems.

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

I have read and understand the above and agree to follow these guidelines when:

- I use the School systems and devices (both in and out of School)
- I use social media to refer to other people or institutions (both in and out of School)
- I use my own devices in the School e.g. mobile phones, laptops, smart watches, tablets, digital cameras
- I use my own equipment out of the School in a way that is related to me being a member of this School. For example, communicating with other members of the School, or accessing School systems.

Name	<input type="text"/>
Tutor Group	<input type="text"/>
Signed	<input type="text"/>
Date	<input type="text"/>

