

Godolphin School

Online Safety

2(iv). Acceptable Use Policy Agreement

Senior School and Sixth Form Students

(Third, Fourth and Fifth Years, Lower Sixth and Upper Sixth)

Reviewed in: Summer 2019

Review in: September 2020

Reviewed by: Senior Deputy Head, Online Safety Committee

Refer also to the following policies:

Behaviour and Discipline

Living Together at Godolphin – Anti-Bullying

Online Safety

Acceptable Use Policy Agreement Senior and Sixth Form Students

(Third, Fourth and Fifth Years, Lower Sixth and Upper Sixth)

School Policy

Digital technologies have become integral to the lives of 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. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that 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 girls will have good access to digital technologies to enhance their learning and will, in return, expect the girls to agree to be responsible users.

Acceptable Use Policy Agreement

This Acceptable Use Agreement sets out rules that you must adhere to when you use:

- School systems and devices (both in and out of School)
- Your own devices in the School (when allowed) e.g. mobile phones, laptops, gaming devices, USB devices, tablets, digital cameras etc.
- Your own equipment out of the School to for example, communicate with other members of the School, use School email, social media, Firefly, forums, School cloud etc.

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.

If you do not sign this agreement you will not be granted access to the School network and resources.

I will be responsible for my actions, both in and out of School.

- I understand that I must have permission to use the original work of others in my own work, that sources used are referenced, and where work is protected by copyright, I will not download copies. This includes music and videos.
- I understand that the School 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 both in and out of School or where they involve my membership of the School community.
- I understand that if I fail to comply with this Acceptable Use Agreement, I may be subject to disciplinary action. This may include loss of access to the School network and internet, sanctions as detailed in the School Behaviour Policy and Anti-Bullying Policy, contact with parents and, in the event of illegal activities, involvement of the police.

I will take care of my personal safety and look after others while using the internet and other digital technologies.

- I understand that the School will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure: I will not share it, will not 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 "stranger danger", when I am communicating on-line.
- I will be careful when disclosing or sharing personal information about myself or others when on-line (names, addresses, email, phone numbers, age, gender, educational details, financial details etc), and will make sure I know the purpose for which my information will be used.
- I will only arrange to meet people off-line that I have communicated with on-line, in a public place and accompanied by a responsible adult.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line to a responsible adult in School.
- I will avoid sites that incite people towards behaviours such as bullying, racism or terrorism and those which encourage people in other risk behaviours.
- I will only use social media sites with permission and at the times that are allowed.
- I will be polite and responsible when I communicate with others; I will not use strong, derogatory, aggressive or inappropriate language, and I will appreciate that others may have different opinions.
- I will not take or distribute video, audio, or images of anyone without their permission.
- I understand the risks, and will not upload, download or access any materials which are illegal or inappropriate, or may cause harm or distress to others.

I will respect the technology and services I use to make sure that School devices, systems, and all users, including me, are protected and safe from accidental or deliberate harm.

- I understand that I may use my own devices in School if I have permission, that I do so entirely at my own risk, and that the School accepts no responsibility or liability in respect of lost, stolen or damaged devices.
- I understand that, if I use my own devices in School I will follow the rules set out in this agreement, in the same way as if I was using School equipment.
- I will not use any programs or software to bypass the filtering and security systems.
- 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 or organisation who sent the email, or if I have any concerns about the validity of the email.
- I will not install, attempt to install or store programs or apps of any type on any School device.
- I will not alter computer or device settings unless I have permission.
- I understand that as well as educational use, I may also use School technology for personal and recreational use if I have permission.
- I will not make large downloads or uploads without permission.
- I will not use the School systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or broadcasting videos or livestreaming without permission.
- 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 check that information 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.

I have read the Acceptable Use Agreement and understand that it sets out rules that I must adhere to when I use:

- School systems and devices (both in and out of School)
- my own device(s) in the School (when allowed) e.g. mobile phones, laptops, gaming devices, USB devices, tablets, digital cameras etc.
- my own equipment out of the School to communicate with other members of the School, access School email, Firefly, website, School cloud etc.

I will ask my teacher, tutor or other member of staff if there is anything in the agreement I am unsure about. I am aware that the teachers responsible for Online Safety are Mrs Price and Mr Dain.

I understand that the rules in this Acceptable Use Agreement exist to protect me, the School community, and the School devices and systems. I undertake to be a responsible user.

I have read, understood and agree to the rules included in this Acceptable Use Agreement.

Name:

Email:

Tutor Group:

Signed:

Date: