

**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 2020

Review in: September 2021

Reviewed by: Senior Deputy Head, Online Safety Committee

Refer also to the following policies:

Behaviour and Discipline

Living Together at Godolphin – Anti-Bullying

Plagiarism

## 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 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 agree to be responsible users.

**Acceptable Use Policy Agreement**

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.

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 (when allowed) e.g. mobile phones, laptops, gaming devices, USB devices, tablets, digital cameras etc.

For my own personal safety:

<ul style="list-style-type: none"> <li>• I understand that the School will monitor my use of:             <ul style="list-style-type: none"> <li>○ The School IT systems</li> <li>○ School devices and</li> <li>○ My digital communications.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• I will keep my username and password safe and secure:             <ul style="list-style-type: none"> <li>○ I will not share my username and password,</li> <li>○ I will not try to use another person’s username and password.</li> <li>○ I should not write down or store a password where someone might be able to steal it.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• I will be aware of “stranger danger”, when I am communicating on-line.</li> </ul>	

<ul style="list-style-type: none"> <li>• I will not disclose or share personal information about myself or others when I am on-line:             <ul style="list-style-type: none"> <li>○ Names,</li> <li>○ Addresses,</li> <li>○ Email addresses and telephone numbers,</li> <li>○ Age and gender,</li> <li>○ Educational details,</li> <li>○ etc</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• If I arrange to meet people off-line that I have communicated with on-line, I will do it in a public place and take an adult with me.</li> </ul>	
<ul style="list-style-type: none"> <li>• I will immediately report any unpleasant material or messages or anything that makes me feel uncomfortable when I see it on-line.</li> </ul>	

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

<ul style="list-style-type: none"> <li>• I understand that the School IT systems and devices are for educational use;</li> <li>• 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</li> </ul>	
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<ul style="list-style-type: none"> <li>• I will not use the School systems or devices, unless I have permission, for:             <ul style="list-style-type: none"> <li>○ on-line gaming,</li> <li>○ on-line gambling,</li> <li>○ file sharing, or</li> <li>○ video broadcasting (e.g. YouTube) or livestreaming</li> </ul> </li> </ul>	

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

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

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:

<ul style="list-style-type: none"> <li>• I will only use my own personal devices in School if I have permission. This includes:             <ul style="list-style-type: none"> <li>○ Mobile phones</li> <li>○ Laptops</li> <li>○ USB devices</li> <li>○ Digital cameras</li> <li>○ Smart watches</li> <li>○ Gaming consoles</li> <li>○ Tablets, etc.</li> </ul> </li> </ul>	
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<p>If I do use my own devices in School, I will follow all the rules in this agreement, in the same way as if I was using School equipment.</p>	
<ul style="list-style-type: none"> <li>• I understand the risks, and will not try to upload, download or access any materials which are unpleasant or inappropriate, or may cause harm or distress to others</li> <li>• I will not use any programmes or software that might allow me to bypass the filtering and security systems.</li> </ul>	
<ul style="list-style-type: none"> <li>• I will immediately report any damage or faults involving equipment or software, however this may have happened.</li> </ul>	
<ul style="list-style-type: none"> <li>• 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"> <li>○ unless I know and trust the person or organisation who sent the email</li> <li>○ if I have any concerns about the validity of the email</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• I will not try and install or store programmes or apps of any type on any School device.</li> <li>• I will not try to alter settings on any computer or device unless I have permission.</li> </ul>	
<ul style="list-style-type: none"> <li>• I will only use social media sites with permission and at the times that are allowed.</li> </ul>	

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

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

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

<ul style="list-style-type: none"> <li>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"> <li>when I am out of School and</li> <li>where they involve my membership of the School community (examples would be cyber-bullying, use of images or personal information).</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>I understand that if I fail to comply with this Acceptable Use Policy Agreement, I may be subject to disciplinary action.</li> <li>Disciplinary action may include:             <ul style="list-style-type: none"> <li>Loss of access to the School network and internet</li> <li>Sanctions as detailed in the School behaviour policy</li> <li>Contact with parents</li> <li>In the event of illegal activities, involvement of the police.</li> </ul> </li> </ul>	

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

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

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 my own devices in the School (when allowed) e.g. mobile phones, laptops, smart watches, gaming devices, USB devices, tablets, digital cameras etc
- 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, accessing School email, Firefly, website, School drives etc.

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