

Student/Scholar Acceptable Use Policy (AUP) Agreement for KS3 and above

The Trust will try to ensure that students/scholars will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

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

I agree that I will:

- I will keep my login name and password secret and not let others use my login
- Only use, move and share data securely
- Respect the Trust network security and equipment
- Make sure all messages I send are respectful, using appropriate language
- Report unsuitable or uncomfortable content, activities or emails to a member of staff
- Only visit sites which are appropriate and adhere to the sites terms and conditions
- Not use my mobile device in school unless I am given permission
- Always keep my personal details private (my name, school name and address, home address any contact numbers, family information etc) unless a trusted adult has given my permission
- Only use an email account that has been approved by the Trust
- Buying and ordering of goods online is prohibited without a teacher's permission.
- Not upload pictures or digital images of myself or others without a responsible adult's permission
- Only create and share content that is legal
- Respect copyright and the intellectual property rights of others
- Only communicate electronically with people I know or have been approved by the Trust
- Never arrange to meet someone I have only ever previously met on the Internet, unless my parent or carer has given me permission and I take a responsible adult with me
- Only use the Trust systems and devices for educational use and not for personal or recreational use unless I have permission
- Never try to use programmes or software that might allow me to bypass the filtering/security in place at the Trust or try to alter computer settings
- Not try (unless I have permission) to make large downloads or uploads
- Not deliberately damage any ICT equipment and will immediately report any damage or faults involving equipment or software, however this may have happened
- Ensure that I have permission to use the original work of others in my own work and where work is protected by copyright, I will not try to download copies (including music and videos)
- When using the internet to find information, I should take care to check that the information that 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 agree that I will not:

Visit internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:

- Pornography (including child pornography)
- Promoting discrimination of any kind
- Promoting violence or bullying
- Promoting racial or religious hatred
- Promoting illegal acts
- Use social media sites unless I have permission and at times allowed
- Online gaming, online gambling, internet shopping, file sharing or video broadcasting, (eg YouTube) unless I have permission from a member of staff
- Do anything which exposes others to danger
- Information that maybe offensive to others
- Forward chain letters
- Breach copyright law
- Use personal technology for taking/transferring images of pupils, students, scholars or staff without permission
- Store images or other files off site without permission from the Principal or their delegated representative
- Use Trust Internet facilities to advertise for personal gain

I know:

- Where to find and how to use the CEOP report abuse button.
- That anything I share online may be monitored.
- I know that once I share anything online it is out of my control and can be used or changed by others.
- Any social networking profiles I have should be set to private, using the built in privacy settings.
- The Trust has the right to take action against me if I am involved in incidents of inappropriate behaviour covered under this agreement when I am out of school and where they involve my membership of the Trust community (examples would be cyberbullying, use of images or personal information)
- If I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the Trust network / internet, detentions, exclusion, contact with parents/carers and, in the event of illegal activities, involvement of the police.

Please also refer to Linked Policies:

- Behaviour Policy
- Online Safeguarding Policy



Student Acceptable Use Policy Agreement Form

This form relates to the Student/Scholar Acceptable Use Policy 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 Policy Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

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

- I use the Trust systems and devices (both in and out of school)
- I use my own devices in school (when allowed) eg mobile phones, gaming devices, USB devices, cameras etc.
- I use my own equipment out of school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, VLE, website etc.

And know that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the Trust network / internet, detentions, exclusion, contact with parents/carers and, in the event of illegal activities, involvement of the police

Name of Student/Scholar:	
Class:	
Signed (Student/Scholar):	
Signed (Parent/Carer):	
Date:	