

## STUDENT ACCEPTABLE USE FOR ONLINE SAFETY AND SOCIAL NETWORKING STANDARDS

<b>Date of issue:</b>	October 2021
<b>Originator:</b>	IT Director
<b>Responsible sub-committee:</b>	Risk & Governance Committee
<b>Linked Policies:</b>	Tapton School Academy Trust Pupil Privacy Notice May 2018
<b>Review Date:</b>	December 2023
<b>Target audience:</b>	All Primary students in the Trust
<b>Dissemination via:</b>	Email, SharePoint

Version	Section	Amendments	Date	Author
1.0	Created		18/11/20	Lewis Askin
2.0	Updated	Changes in wording to make it more age appropriate.	12/10/21	Lewis Askin and Primary Leadership

Tapton School Academy Trust recognises that the use of IT, Internet, the Learning Platform and a wide range of electronic communication can greatly enhance the quality of learning across our Trust.

It is vital that everyone adheres to this policy to ensure safe, appropriate and responsible use of such technologies.

Here at Tapton School Academy Trust we want every student to embrace the use of IT, Internet and a wide range of electronic communication to enhance learning. However, it is vital that every student fully understands and adheres to the required policy that ensures safe, appropriate and responsible use of such technologies. The agreement set out in this document applies to any activity undertaken both in school and outside of school. Misuse of the IT system, Internet or any form of electronic communication will result in you being denied use of this provision as well as further sanctions. Please take time to read this agreement carefully and make sure you fully understand each point before signing the agreement.

## Acceptable Use

**It is the understanding that pupils in primary schools will not bring their own devices into school at any time. Those bringing mobile phones to school should hand them in to your teacher or the office on arrival.**

**This policy applies to school devices used both in school and at home**

**I will**

- only access the school's IT systems and Internet via my own username and password.
- keep my password safe and not share it with other people.
- ask the IT team to check any attachments or links before I click on them if I don't know that they are safe.
- follow guidelines for safe use of the Internet.
- report any materials or behaviour which I feel is unacceptable to the Teacher or IT Team.
- immediately report any IT damage or faults.

**I will not**

- damage school IT on purpose.
- download IT viruses on purpose.
- play computer games during the school day unless I have been directed to do so by a teacher.
- alter, delete another person's files or access their account.
- use chat rooms and social networking sites during the school day.
- put personal information on-line (this could include names, addresses, email, telephone numbers, age, gender, educational details, financial details etc).
- do anything online which is offensive, hurtful or otherwise upsetting to another person.
- post anonymous messages or forward chain letters.
- use inappropriate language.
- take, publish or share pictures or videos of anyone.
- use school IT for personal use without a teacher's permission.
- copy someone else's school work and pretend it is my own.
- install or attempt to install or store programmes on any school device.
- try to alter computer settings.
- will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others.
- use any programmes or software that might allow me to bypass the filtering/security systems.

**I understand that**

- school will monitor my use of the systems, devices and digital communications. School may share this information with my parents/carers, the police or other agencies depending upon the severity of the incident. School may check my school documents for viruses and unsuitable material at any time.
- the school also has the right to take action against me if I am involved in an incident out of school (examples would be cyber-bullying, use of images or personal information).



I have read and understood the above statements and I agree to the rules for use of ICT facilities and the Internet. I understand that deliberate failure to do this could result in the loss of my access rights to IT along with further sanctions if there was serious misuse.

Student signature.....Class.....

Student full name.....Date.....

This agreement will be re-issued annually, and access to systems will be revoked unless this is returned to the school.

