



SAINT BEDE'S  
CATHOLIC HIGH SCHOOL

## Online Safety – Acceptable Usage Policy for Pupils

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. Young people should have an entitlement to safe access to these digital technologies.

This acceptable use agreement 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.
- school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

## Acceptable Use Policy for Pupils

Please read this agreement and sign in the space provided below.

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.

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

I understand that the school will monitor my use of the systems, devices and digital communications and that my parent/carer will be contacted by the school if a member of staff is concerned about my online safety.

I understand that mobile phones and other electronic devices should not be seen or heard during the school day (unless I am given express permission to use a device by a member of staff) and that should I use it, my phone/device will be confiscated and a sanction issued.

I will only use my own personal devices in school if I have permission. I understand that, if I do use my own devices in the 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 deliberately bring in inappropriate electronic materials from home.

I will keep my username and password safe and secure. I will not share it, nor will I try to 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 see it or steal it.

I will lock my workstation/device when leaving it unattended and log out at the end of a lesson/session to protect my work/data.

I will only use the internet and/or online tools with the permission of a member of staff.

I understand that the school systems and devices are primarily intended for educational use and I will not use them for personal or recreational use unless I have permission.

I will not try to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

I will not use the school systems or devices for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube, live streaming, etc.).

I will respect the work of others and their property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.

I will not take or distribute images of anyone without their permission.

I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.

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/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).

I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

I will not use social media sites in school at any time

I understand that I will only use my school email address when in school, in communications related to the school and when emailing staff.

When using the internet for research or recreation, I will ensure that I have permission to use the original work of others in my own work

Where work is protected by copyright, I will not try to download copies (including music and videos).

When I am using the internet to find information, I will 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 understand that I am responsible for my actions, both in and out of school and I will act as I expect others to act toward me.

I will be aware of "stranger danger" when I am communicating online. If I arrange to meet people off line that I have communicated with online, I will do so in a public place and take a trusted adult with me.

I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, social media contact details, age, gender, educational details, financial details, etc.)

I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.

I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

I will ensure that my contact with others is polite and sensible. I will not use communication media for the bullying or harassment of others. I understand that what I say or do online can have an impact on others and affect their mental health and wellbeing.

I will not be involved in any online activities, either in or outside school that may bring the school, staff, pupils or members of the wider school community into disrepute. This includes derogatory or inflammatory comments made on social network sites, forums and chats.

I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour when I am out of school and where they involve my membership of the school community (examples would be online bullying, use of images or personal information).

I understand that if I fail to comply with this acceptable use agreement, I may be subject to disciplinary action. This could include loss of access to the school network and internet, detentions, suspensions, contact with parents and, in the event of illegal activities, involvement of the police.

Please complete the following sections 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, access will not be granted to school systems and devices.

### **Pupil Acceptable Use Agreement Form**

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, access will not be granted to school 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.

I use my own equipment out of the school in a way that is related to me being a member of this school, e.g. communicating with other members of the school, accessing school email, VLE, website etc.

Full Name of pupil	
Year and Form	
Signature	
Parent/Carer Countersignature	
Date	