Bexhill Academy Pupil Acceptable Use of Technology Policy

2023-2024

Bexhill Academy Pupil Acceptable Use of Technology Policy Agreements (including Remote Learning if needed)

We encourage professionals to use these agreements to talk through expected behaviours with their pupils at the start of each term either in form times/PSHE lessons or IT lessons whether schools are remote learning or not. If your setting is not using live streaming or recording video lessons some statements will need to be deleted/amended as appropriate. Please note, if settings are recording any sessions of remote learning, consent is required from all those involved. Settings should be clear about how recordings will be stored, how long they will be kept for and who will have access to them, in line with your existing Data Protection policy. A template letter and agreement for parents/carers of younger pupils is also included along with reply slips for pupils and parents to fill in. Some settings may find that inputting these statements into online forms such as Google Forms is a more efficient way of having these signed and returned.

Key Stage 3/4/5 (11-18)

The Agreement

I understand that the academy/setting Acceptable Use Policy Agreement will help keep me safe online at home and at academy.

This Acceptable Use Agreement is intended to ensure:

- that all pupils at the academy/setting will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that academy systems and users are protected from accidental or deliberate misuse that could put the security of the systems and the safety of those using them at risk. Pupils will have good access to digital technologies to enhance their learning and academy/setting will, in return, expect the pupil*s* to agree to be responsible users.

For my own personal safety:

- I understand that the academy/setting 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, nor will I try to use any other person's username and password.
- I will be aware of the risks of communicating with others online, and in particular those who I have only met online.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- I understand the risks associated with meeting someone offline that I have only communicated with online and will not do this without speaking to a trusted adult. In the unlikely event that I have arranged to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me. (academy/setting does not recommend any pupil arranging to

meet people in this way unless as part of an educational visit with an authorised member of staff e.g. Digital Leaders Scheme)

- I will immediately report any unpleasant, offensive or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- I understand that the academy/setting internet filter is there to protect me, and I will not try to bypass it.
- I will make sure that my internet use is safe and legal, and I am aware that online actions have offline consequences.
- I know I must always check my privacy settings are safe and private.

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

- I understand that the academy/setting and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) 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 academy/setting systems or devices for on-line gaming, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

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

- I will not access or change other people files, accounts, or information.
- 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 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 know that bullying in any form (on and offline) is not tolerated and I know that technology should not be used for harassment.
- I will not take or distribute images of anyone without their permission.

- I will write emails and online messages carefully and politely as I know they could be forwarded or seen by someone I did not intend.
- I understand that it may be a criminal offence or breach of the academy/setting policy to download or share inappropriate pictures, videos, or other material online. I also understand that it is against the law to take, receive, save or send indecent images of anyone under the age of 18.
- I will always think before I post, I know that text, photos or videos can become public and very difficult and sometimes impossible to delete.

I understand that the academy/setting **has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the academy.**

- I will not use my own personal devices (mobile phones / USB devices etc) in academy unless this is specifically allowed
- I understand the risks and will not try to upload, download or access any materials which are illegal, offensive 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). Even if I know the sender, I will take care and not click on any links if something looks suspicious.
- I will not install or attempt to install or store programmes of any type on any academy device, nor will I try to alter computer/device settings.

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

- I should 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 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.
- If I am making use of AI technology (e.g. ChatGPT) I will clearly reference where the content came from and where/how it was created.

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

- I understand that the academy/setting also 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 out of academy and where they involve my membership of the academy community, e.g. if my behaviour online poses a threat or causes harm to another pupil and/or could have repercussions for the orderly running of the academy then I understand that the academy can take action against me.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action in line with the academy's behaviour policy. This may include loss of access to the academy network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Remote Learning

These expectations are in place to help keep me safe when I am learning at home using system name e.g. Microsoft Teams, Google Meet etc.

- When taking part in a live lesson I understand that I must take part in lessons from somewhere appropriate at home (not in my bedroom) with limited distractions and I must wear appropriate clothing;
- I will ensure backgrounds of videos are neutral/blurred and personal information/content is not visible;

- I will attend lessons in a shared/communal space or room with an open door and/or where possible when I can be supervised by a parent/carer or another appropriate adult.
- I understand that my teachers may mute my microphone and I should wait for them to unmute it rather than unmuting it myself;
- I understand that I should communicate with my teacher through pre-arranged live lessons or using academy email;
- I will not record teacher audio or video presentations, nor will I take screenshots or photos of teachers, other pupils or anyone else taking part in a live lesson;
- I will not share or distribute any of the teacher presentations and online teaching resources;
- I will not edit of any of the teaching resources made available except for my own personal use;
- I will not take, use, share, publish or distribute images of others without their permission;
- I will not share any access links to these remote learning sessions with others;
- If I am concerned about anything that takes place during remote learning, I will inform a suitable adult;
- I understand that I must behave online as I would in a classroom.
- I understand that inappropriate online behaviour or concerns about my safety during remote learning will be taken seriously. This could include not being able to access these lessons, parents/carers being informed or contact with the police if a criminal offence has been committed;
- I will only use the chat feature for work related discussion
- I have read and talked about these rules with my parents/carers.

Key Stage 3/4/5 Acceptable Use Agreement Form

This form relates to the Pupil 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, access will not be granted to academy systems.

I have read and understand the above and agree to follow these guidelines when:
- I use the academy/setting systems and devices (both in and out of academy)
- I use my own devices in the academy/setting (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.
- I use my own equipment outside of the academy in a way that is related to me being a member of this academy e.g. communicating with other members of the academy, accessing academy email, VLE, website etc. or in a way that could disrupt the orderly running of the academy.

Childs Name:

Childs Signature:

Class:

Date: