

Pupil ICT Acceptable Use Agreement, including Network, Internet, Teaching and Learning



WYCHWOOD
SCHOOL • OXFORD

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Reviewed By	JE, AS, DR
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General Use

The school provides ICT Systems and internet access to pupils primarily for use in connection with their studies. Mobile phone use is covered separately in the school's mobile phone policy in line with the Department for Education guidance for schools on the use of mobile phones. This policy agreement applies to all other devices as relevant.

Pupils: please sign the final sheet and return to your form tutor.

Parents will be asked to sign to say they agree with this document as part of the admissions paperwork

You must not:

- tell anyone your password.
- access pornographic, obscene, violent, racist, other similar or illegal material.
- use language, send or put material on any website which may be considered to be obscene, offensive, bullying, threatening, racist, extremist, or inconsistent with the School's ethos and Anti-bullying policy. This includes all social media sites such as Facebook, Instagram, Twitter, Snapchat, and Tik Tok etc.
- Use technology to bully, impersonate, harass, threaten, make fun of, exclude or upset anyone, at school or outside school, this includes the inappropriate use of AI. Cyberbullying is unacceptable.
- post anonymous messages, messages using another's name, start or forward chain letters or e-mails.
- violate copyright law - e.g. by downloading copyrighted material, music, video or information without permission.
- use the internet for gambling or personal gain or use the internet for any criminal or other illegal activity.
- breach the privacy of pupils or members of staff e.g. photographing, filming, recording or by giving someone else's phone number or email address without their express permission.
- reveal personal information including pictures and videos about yourself or others via the network, internet or a mobile phone.
- sext, send nudes or semi nudes.
- agree to meet an individual with whom you have initially made contact online.
- willfully damage or steal a computer.
- disconnect an item of equipment (including a network cable).
- deliberately introduce any form of malware.
- download and install programs without prior permission.

- gain or attempt to gain unauthorised access to other computers at the school or in any other location.
- connect a personal laptop or tablet to the network without permission.
- log-on using another pupil's username.
- Edit, delete or attempt to edit or delete files of someone else.
- access VPNs (Virtual Private Network).
- use programs or apps which are not suitable for your age and have age restrictions beyond your own age.
- Use personal devices during breaks and lunchtimes except to work in designated work spaces.
- Use hot spots or other devices which attempt to or allow you to bypass the school network - all internet traffic in school should be through the school wifi.
- Remove or attempt to remove software installed by the school on your device as part of its filtering and monitoring safeguarding procedures.

You may sometimes use the internet and ICT systems, out of school hours, for personal use, e.g. in the boarding house but must follow the constraints as above. In addition, when accessing the school internet for personal use, you must take care that your internet usage does not slow down access of those that are doing school work. Specifically, while others are still working you may not: download large files (e.g. graphics, music or video), watch streaming video or play online games.

Learning

The rules for learning are as follows.

- I will only use technology for school purposes as directed by my teacher(s).
- I will ensure my device is fully charged every morning
- I will not reveal my passwords to anyone
- I will make sure my communications with teachers and pupils and others using technology is responsible and sensible
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across such material I will report it immediately to my teacher or my parents
- I will not record, take photos or videos of my classmates or teachers during a lesson or whilst at school I will not adapt, publicise, edit or forward **recorded** lessons and explanations which the teacher has shared to help me, without the express permission of the teacher who shared them
- On occasion there may be need to participate in an online class, such as a holiday revision lesson or similar. Under these circumstances the virtual classroom should be treated as an extension of the actual classroom.
 - The online meeting should take place from a space that is quiet, safe and free from distractions, preferably not a bedroom.
 - Pupils should be on time and dressed appropriately
 - Pupils should remain attentive and interact patiently and respectfully at all times
 - Pupils should leave the lesson when the teacher asks them to do so
 - Pupils must not make any recordings or take photographs of the lesson. The teacher will record the lesson.

- Pupils must not forward/amend or post any school recorded lesson.
- I understand that these rules are to keep me safe and that if they are not followed, school sanctions may be applied and my parents contacted
- I will not use AI programs and apps for my school work unless I have checked with my teacher that I can use it
- I will not use programs and apps that have age restrictions beyond my age
- I will declare and cite correctly any AI usage in my work
- I will not access VPNs or attempt to bypass any school filtering and monitoring systems in place to keep me safe.
- I will be careful when opening files and attachments, checking for viruses etc. If I am unsure I will never open a file, hyperlink or any other attachment. If I am suspicious about a file or attachment, I will report this to a member of staff.

PUPILS

By signing the Acceptable Use Agreement you agree:

- I have read, understood and will abide by the school's policy concerning acceptable use of ICT systems including use of the network, internet, personal laptops, tablets and teaching and learning.
- I understand that the school has a robust filtering and monitoring system in place to help keep me safe and can monitor my internet and network usage.
- I understand that the internet contains material that is beyond the school's control and that even on a filtered system access to inappropriate and unsuitable material may be possible.
- I understand that material from the internet may be biased and misleading and I need to check sources to make sure they are trustworthy.
- I understand that the filtering and monitoring system allows real time alerts to the DSL for any concerning online behaviours. This includes files, emails and internet searches. This is monitored during school hours only.
- I understand that there may be random checks on my network, internet, laptop, tablet or other device used in school.
- I understand that I will be responsible for all material placed on a website or social media for which I am the account holder
- I agree that any material downloaded for an assignment will be listed in the bibliography, clearly acknowledging any directly quoted material and that all downloaded material will be used in an appropriate manner.
- I will act responsibly in terms of my actions including the material that I access or send.
- I understand that failure to abide by the school's policy on acceptable use will result in disciplinary action being taken including the withdrawal or limiting of access rights.
- I understand that if I have permission to use a personal laptop, tablet, or other device and do not abide by the school's policy for its use, then I may no longer be allowed to use it in school until permission is again granted.
- I understand that if I carry out any illegal activity, the school may contact the appropriate policing agency
- I understand that the school has the right to require me to remove any defamatory or derogatory material that I am responsible for uploading to the internet or social media.
- I understand that I am responsible for my device whether this is a leased school device or personal device and I must look after it.

- If I have a leased school device I must abide by all terms and conditions included in the lease.

If I am unsure about any policy or procedure then it is my responsibility to ask.

Full name (please print).....

Signature.....

Form.....

Date.....