



Holly Lodge High School

Pupil Acceptable Use of Technology Agreement

I understand that the school Acceptable Use Agreement will help keep me safe online at home and at school.

This Acceptable Use Policy is intended to ensure:

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

For my own personal safety:

- I understand that the school 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 not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- I will not arrange to meet anyone I have met online alone in person without talking to a trusted adult.
- I will immediately report any unpleasant or inappropriate material or messages, or anything that makes me feel uncomfortable when I see it online.
- I understand that the school 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 school 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 school 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.

I will act responsibly towards others, as I expect others to act towards me and:

- I will not access or change other people's 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 school policy to download or share inappropriate pictures, videos, or other material online. I also understand that it is against the law to take, 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 impossible to delete.
- I understand that if I am an administrator of a social media thread that may have inappropriate or hurtful images or messages on it that I may be asked to remove that thread to prevent further incidents.
- I understand that in the event of illegal activity the school may consider contacting the police.

I understand that 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 will not use my own personal devices (mobile phones / USB devices etc) in school.
- 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.

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.

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

- I understand that the school has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this policy, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this policy, I will be subject to disciplinary action and my parents/carers will be contacted. In the event of illegal activity, the police will be contacted.

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 (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.*
- *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, remote learning, VLE, website etc.*

Signed..... date.....

Student name.....