

Acceptable Use Policy - Students

1. I will be considered responsible for any content I post online (including outside of school time) or send in an email.
2. I understand my responsibility for maintaining the reputation of the school.
3. I will only use my school email address in relation to educational purposes and web sites (e.g. website registration, communication purposes etc.)
4. I understand that staff will reject/refuse invitations or and/or requests from pupils to partake in discussion forums, instant messaging and webcams and other forms of social media other than those which form communication based on educational purposes (use of Google Classrooms, meets, Microsoft Teams etc).
5. I will not use my mobile phone/tablet (other similar device) in school (6th Form may use theirs in the Common Room at lunch time only) for any purpose other than has been agreed by members of staff. My phone must be placed inside a secure locker and not used within the school grounds.
6. I will not use any device to record videos or take photos of students or staff when on the school site or when on a school trip, unless specifically instructed by a member of staff for school purposes. I will not share any images that I take of other students or staff without their prior permission.
7. I will not share any images of students or staff that I find on the VLE or the school website on social networking sites.
8. I will only take a photograph or video of other students or staff if specifically instructed to by a member of staff when on the school site or when on a school trip for educational purposes.
9. I will take all reasonable steps to ensure the safety and security of School ICT equipment which I take off site and will remove anything of a personal nature before it is returned to school.
10. I will take all reasonable steps to ensure that all laptops and other devices are fully virus protected and that protection is kept up to date.
11. I will report any accidental access to material which might be considered unacceptable immediately to a member of staff who will pass the concern onto the Senior Leadership Team and ensure it is recorded.
12. I will support the school's approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
13. I will inform my form tutor, head of year or IT staff members if my online data becomes insecure (e.g. my password has been shared) or if I accidentally, or purposefully, share confidential information online to a member of staff.
14. I am aware that photos of me may be posted on the VLE or other educational platforms or platforms used by the school for educational purposes; these photos will not include my name and cannot be searched for via search engines.
15. I will not share my password nor allow a student or member of staff to log in to the school system on my behalf.
16. I will use the photocopiers and other school hardware devices responsibly.

17. I will monitor my email inbox and other message services carefully. I will take care when opening links within messages.
18. I understand that the school monitors all use of ICT equipment and electronic communications on the school network.
19. The monitoring software we use (e-safe) will monitor Chrome web activity on personal devices used on other networks (such as home and public networks). This applies to devices where a student's school Google account has been used to sign into the Chrome browser.
20. I understand that I must make use of appropriate online video etiquette during remote learning, for example, muting when asked, being appropriately dressed, leaving a classroom when the teacher asks me to and following any other requests from my teacher to help my learning and the education of other students. Further guidelines are discussed in ICT and Computing lessons.
21. I will do my best to ensure that my device has sufficient battery to last throughout the day and I will bring a charger to school with me on a day to day basis. I will bring headphones to school and all lessons.
22. When not in use, I will either lock my device in my locker (using my padlock) or keep it in my bag in my possession. This does not apply to my mobile phone which must be secured in my locker throughout the school day.
23. I understand that loss of or damage to my device is not covered by the school's insurance.
24. I understand that I must use my device in a responsible manner based on learning needs. For example, I will not use my device to watch TV shows, carry out online shopping, use social media etc during school hours.
25. The school reserves the right to digitally search electronic devices (mobile phones, laptops, tablet devices etc.). This includes devices which are the personal property of a student which has been brought into school. The term digital search refers to the act of searching a devices storage or Internet history for example.

I confirm that I have read and understood the St Augustine's Priory ICT AUP as outlined above and that I will use all means of electronic communication equipment provided to me by the school and any personal devices, which I use for school activity, in accordance with the document.

I understand that by not following these rules I may be subject to the school's disciplinary procedures.

NAME IN BLOCK CAPITALS _____

Signature _____

Date _____