

## King's Academy Ringmer

**“in pursuit of excellence”**

### **Student Acceptable Use Technology Policy – KS3 and KS4 (including Remote Learning)**

**Date:** agreed at FG on 28 September 2022 and reviewed in July 2023

**Review date:** July 2024

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

#### **The Policy**

This Acceptable Use Policy is intended to ensure:

- that all students 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. Students 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 in line with the school's behaviour policy. This may also include loss of access to the school network / internet and my parents/carers will be contacted. In the event of illegal activity, the police will be contacted.

### **Remote Learning**

These expectations are in place to help keep me safe when I am learning at home using Google Meet.

- 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 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 school email;
- I will not record teacher audio or video presentations, nor will I take screenshots or photos of teachers or other students;
- 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 am expected to 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.

## KS3 and KS4 Student Acceptable Use Agreement Form

This form relates to the Acceptable Use of Technologies Policy, 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 of Technologies Policy. 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 (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.

Child's Name..... Child's Signature .....

Class..... Date.....

Parent's Name.....

Parent's Signature..... Date.....

### KS3 and KS4 Parent/carer Acceptable Use Agreement Form

- I have read - and discussed with my child the student Acceptable Use of Technology Agreement Policy (AUP) for King's Academy Ringmer and understand that this AUP will help keep my child safe online;
- I understand that the AUP applies to my child's use of school devices and systems on site and at home, and personal use where there are safeguarding and/or behaviour concerns;
- I am aware that the use of school devices and systems may be monitored for safety and security reasons to keep my child safe. This monitoring will take place in accordance with data protection, privacy, and human rights legislation
- I understand that my child needs a safe and appropriate place to access remote learning if school is closed in response to an emergency school closure, Covid-19 or if my child needs to self-isolate at home. I will ensure my child's access to remote learning is appropriately supervised. When accessing video learning, I will ensure they are in an appropriate location (e.g. not in a bedroom) and that they are suitably dressed
- I give permission for my child to access remote learning.
- I give permission for my child to participate in live lessons with their tutor and subject teachers
- I understand that I will be asked for permission by the subject teacher (via email) if my child needs a 1:1 live lesson (e.g. for Learning Support, EAL etc.);
- I give permission for my child to submit work and upload work related videos to their teacher;
- I understand that the school will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe when they use school devices and systems. I understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet or if my child is using mobile technologies
- I give permission for my child's work to be used on the school's Social Media Account;
- I am aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.
- I understand that the school will contact me if they have concerns about any possible breaches of the AUP or have any concerns about my child's safety.
- I will inform the school or other relevant organisations if I have concerns over my child's or other members of the school communities' safety online.
- I understand that if my child fails to comply with this Acceptable Use Policy Agreement, they may be subject to disciplinary action in line with the school's behaviour policy. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.
- I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.
- I will support the school online safety approaches and will discuss this agreement and the pupil agreement with my child. I will use appropriate parental controls and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.
- I understand that I must have returned this Consent for Remote Learning Form before my child can take part in any Remote Learning.

Child's Name.....

Tutor Group.....

Parents Name.....

Parents Signature..... Date.....