



Acceptable Use of IT Policy – Pupils

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and raise awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use of IT Policy Agreement is intended to ensure:

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

Parents should also read this policy and countersign with their child, stating that they understand the terms of this agreement and the standards that their child is required to uphold with regards the acceptable use of the school IT systems, network and equipment. If parents or pupils have any further queries regarding this policy, they should contact the school's Designated Safeguarding Lead (DSL), who is also the Head of Online Safety. For further information, please see the school's Online Safety Policy and other relevant policies on the school website, for example Safeguarding, Anti-Bullying and Behaviour.

Acceptable Use of IT Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I understand that all my use of the internet and other related technologies can be monitored and logged by the school and may be made available to the teachers.
- I will keep my username and password safe and secure; I will not share it and nor will I try to use any other person's username and password; I will change my password as required by the school.
- I will only use my school e-mail address for school-related communications and I will only email or contact people as part of learning activities.
- I will be aware of 'stranger danger' when I am communicating on-line and I will not disclose or share personal information about myself or others when online (this could include name, address, email address, telephone number, age, gender, educational details, etc).
- 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 everyone has equal rights to use technology as a resource and:

- I understand that the school systems and devices are not to be used for personal or recreational use.
- 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 online gaming or gambling, internet shopping, file sharing (with the exception of with the use of school systems on MS365), or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act towards me:

- 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, or language that could stir up hatred against any ethnic, religious or other minority group, and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.
- I understand that bullying online or via technology is just as unacceptable as any other type of bullying and will not use technology in this way, at school or outside.

I recognise that the 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:

- During the school day, I will not use my own mobile phone at any point (unless in an emergency). It must be turned off and stored in my bag, blazer or locker. Sixth Formers may keep their mobile phones on their person, but can only use them in the Sixth Form Common Room.
- 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 not use memory sticks or any other hardware with school equipment, without the permission of a teacher.
- I will handle all IT equipment carefully and will not touch power/network cables, or eat and drink in the IT suites.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- If I see any misuse of computers or other IT equipment, I will report it to a teacher.
- 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.
- I will not attempt to bypass the school internet filtering system.
- I will only use social media sites authorised by the school for educational purposes with permission and at the times that are allowed.

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

- 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 all my use of the internet, the network and other related technologies can be monitored and logged by the 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 agreement, when I am out of school and where they involve my membership of the school community (i.e. cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use of IT Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, the school contacting parents and, in the event of illegal activities, involvement of the police. For further details regarding sanctions, please refer to the school Behaviour Policy, which is on the school website.

Parents and pupils need to complete the sections on the next page 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 school systems and devices.

Pupil Acceptable Use of IT Agreement Form

This form relates to the Acceptable Use of IT Policy Agreement for Pupils, 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 IT Policy Agreement. If you do not sign and return this agreement, access will not be granted to school systems.

Please return the signed form to the IT Manager, Radnor House School – either as a hard copy or a scanned version can be sent by email if preferred to - itsupport@radnorhouse.org

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 equipment out of 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, 365 resources, websites etc.

Name of Pupil:

Class:

Signed:

Dated:

By countersigning this agreement, I understand the terms of the agreement and the standards that my child is required to uphold with regards the acceptable use of the school IT systems, network and equipment. I agree to work with my child to ensure they are upheld.

I also give my consent for my child to use Microsoft 365 and other WEB2.0 educational websites.

Parent Countersignature:

Print Name:

Dated:

Appendix – School Computer Log-In Agreement

Whenever anyone logs in to a school computer or device, these bullet points appear on the screen, which all users must accept before continuing.

By using the school network, I agree to the following:

- I will only use electronic devices in school for school purposes and will not use them for personal or recreational use unless I have permission to do so.
- I will handle all computer equipment carefully and will not touch power/network cables or eat and drink in the IT suites.
- I will not use disks, memory sticks or any other hardware with school equipment without the permission of my teacher.
- I will not download or install software on school technologies.
- I will only log on to the school network and other systems with my own username and password.
- I will not reveal my passwords to anyone and change them regularly.
- I will only use my school e-mail address.
- I will make sure that all electronic communications with pupils, teachers or others is responsible, polite and sensible.
- I will not deliberately browse, save or send material that could be considered offensive or illegal, if I accidentally find anything like this I will tell my teacher immediately.
- I will not give out any personal information such as my name, phone number or address.
- I will ensure that my online activity, both in school and outside school, will not cause distress to my school, the staff, pupils or others.
- I will not attempt to bypass the Internet filtering system.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers If I see any misuse of computers I will report it to a teacher.
- Personal computer equipment can only be used on school premises with the permission of the school and on signature of the Radnor House Bring Your Own Device (BYOD) Policy.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my, parent/carer may be contacted.