



## Young Person Acceptable Use Agreement

Date of Policy: September 2022.

Frequency of Review: Annually.

Date of Next Review: July 2023.

### School Policy

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. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

#### This Acceptable Use Policy is intended to ensure:

- that young people 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 and users at risk.

The school will try to ensure that young people will have good access to digital technologies to enhance their learning and will, in return, expect the young people to agree to be responsible users.

### Acceptable Use Policy Agreement

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

#### For my own personal safety:

- I understand that Wize Up 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 understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc )
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

#### I understand that everyone has equal rights to use technology as a resource and:

- I understand that the Wize Up systems 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 Wize Up systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, 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 toward 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 and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

**I recognise that Wize Up 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 only use my own personal devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- 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.
- I will only use/access social media sites with permission and at the times that are allowed.

**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 Wize Up also 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 (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

## Student Acceptable Use Policy COVID-19 Distance Learning Addendum: April 2020

Distance learning requires teachers and young people to adapt normal classroom routines to the online world, but the normal high expectations of respectful behaviour will remain. These expectations are consistent with Wise Up's e-safety policy and the previously signed ICT acceptable use agreement.

1. The recording of still images, filmed images or audio of staff or other young people without permission, and the distribution of such images, is strictly forbidden.
2. Making inappropriate, offensive or unkind comments, including through emojis and/or images, will not be tolerated. Any profile names used for on-line and distance learning must follow teacher recommendations.
3. Any visual or audio file shared with others must be appropriate to the learning task. Staff will check the suitability of any files uploaded by young people and will follow normal discipline procedures if inappropriate material is discovered.
4. There is an expectation that young people will engage in online collaborative work when requested by their teacher, work in a respectful and helpful manner, following instructions carefully.
5. Young people are expected to take reasonable steps to complete learning tasks in the timescales set by teachers to maintain progress in their studies. Distance learning requires greater self-management of task completion by young people, given the absence of physical face-to-face teacher contact. Staff will be understanding in regards to genuine reasons for delays to the completion of set tasks so it is important to keep in regular contact to inform them of any issues that might cause delays in the completion of set work.
6. It is expected that young people will engage in any on-line lessons in a manner as like regular classroom learning as possible. This includes not lying in bed; making sure no music is on in the room; mobile phones are not to be used during the lesson unless directed by the teacher/using it to get online, nor are other functions on computers.
7. Young people are not permitted to share links/ meeting I.D./ passwords to on-line conference sessions with anyone else outside of the invited group.

**Please 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.**



## Young Person Acceptable Use Agreement Form

This form relates to the young persons Acceptable Use Agreement, 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 Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use Wize Up systems and devices (both in and out of school)
- I use my own devices in Wize Up (when allowed) eg mobile phones, gaming devices USB devices, cameras etc
- I use my own equipment out of Wize Up in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, website etc.

Name of Student / Pupil

Group / Class

Signed

Date