

# ACCEPTABLE USE POLICY

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## What is an AUP?

We ask all children, young people and adults involved in the life of Polwhele House School to sign an Acceptable Use\* Policy (AUP), which is a document that outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).

## Why do we need an AUP?

These rules have been written to help keep everyone safe and happy when they are online or using technology. Sometimes things go wrong and people get upset, but these rules help us avoid it where we can. School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. This means anything you do on a school device or using school networks/platforms/internet (including from home when home learning) may be viewed by one of the staff members who are here to keep you safe. But it's not about systems and devices – it's about behaviour. So the same rules apply when you are at school as when you are home learning or just having fun with friends.

“Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face to face.”

READY	RESPECTFUL	SAFE
<p>Whenever I use a device, the internet or any apps, sites and games, I will try to be positive and creative, to learn and share, to develop new skills, to have fun and prepare for the future.</p> <p>I will be ready to work and listen carefully to what I need to do.</p> <p>I will ask for help if I get stuck.</p> <p>I will make sure that I have all the equipment I need to start my lessons on time (paper, books, pens, information about the lesson etc).</p> <p>I will ensure that my mobile phone is switched off and handed into the Office when I arrive at school.</p>	<p>I will treat myself and others with respect at all times; when I am online or using any device, I will treat everyone as if I were talking to them face to face.</p> <p>I will ensure that my online activity or use of mobile technology, in school or outside, will not cause my school, the staff, students or others distress or bring the school into disrepute.</p> <p>I will only use the school's internet, systems, devices and logins for school-related activities for activities that are appropriate to what I am doing at that time (e.g. at school I don't play games unless I am allowed to and at home I don't access inappropriate sites or apps).</p> <p>I will not log on to the computer or learning platform as anyone else.</p>	<p>I consider my online reputation with everything that I post or share – I know anything I do can be shared and might stay online forever (even on Snapchat or if I delete it).</p> <p>I will tell a trusted adult if I have a problem or am worried about something online, and I will encourage my friends to do so too. (Statistics show that telling someone helps!)</p> <p>It can be hard to stop using technology sometimes, for young people and adults. When my parents/carers or teachers talk to me about this, I will be open and honest if I am struggling. I will remember the principles of the Digital 5 A Day (Connect, Be Active, Get Creative, Give to Others, Be Mindful).</p> <p>It is not my fault if I stumble across (or somebody sends me) something violent, sexual or otherwise worrying. But I</p>

<p>I will not bring in/wear a smart watch or other wearable device.</p>	<p>I will behave in the IT suite and online the same way I behave in the classroom, following the school rules and class expectations.</p> <p>I will behave well, even when I believe nobody is watching.</p> <p>I will not use chat messages whilst I am in my lessons.</p> <p>I will not use other programs, websites or platforms whilst I am in lessons.</p> <p>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.</p> <p>I will use the internet, apps, sites &amp; games responsibly; I will not use any that are inappropriate for school use or for my age, including sites which encourage hate or discrimination.</p> <p>I understand that bullying online or through using technology is just as unacceptable as any other type of bullying, and I will not use technology to bully, impersonate, harass, threaten, make fun of or upset anyone, at school or outside. I will stand up for my friends and not be a bystander and report any incidents to a teacher.</p> <p>When I am at school, I will only message or mail people if it's relevant to my learning and I will only use my school email address.</p> <p>Where work is protected by copyright, I will not try to download copies (including music and videos).</p> <p>I will only use my personal devices (mobiles, smartwatches etc) in school if I have been given permission, and I will never take or distribute photos (secret or otherwise), videos, snips, screenshots or recordings of teachers or students, including when learning remotely.</p> <p>I will respect my body and other people's – part of that means using positive words about myself and others; it also means not revealing too much on camera and not sharing or posting photos or videos that show me or anyone else without all of my/their clothes on.</p>	<p>will not share or forward it, and I will ask a trusted adult for advice/help.</p> <p>If I see anything that shows people hurting themselves or encouraging others to do so, I will report it on the app, site or game and tell a trusted adult straight away.</p> <p>I keep my own and other people's personal information safe and private online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc). I will not share my login or others' login details and links to lessons with anyone else.</p> <p>I know that not everything or everyone online is honest or truthful and information I see online could be biased and misleading. I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult.</p> <p>I know that all school devices and systems are monitored to help keep me safe.</p> <p>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.</p> <p>I know some sites, games and apps have age restrictions (most social media are 13+) and I should respect this. 18-rated games are not more difficult but are inappropriate for young people. I will not use the school 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.</p> <p>I will be careful when opening files and attachments, checking for viruses etc. If I am unsure I will not open a file, hyperlink or any other attachment.</p> <p>Livestreaming can be fun, but I always check my privacy settings and know who can see what and when. If I livestream, my parents/carers know about it.</p> <p>I know new online friends might not be who they say they are, so I am always very careful when someone wants to</p>
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**I understand that Polwhele House 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, the Behaviour, Rewards and Exclusions Policy will be followed.**