AYLSHAM LEARNING FEDERATION

ICT ACCEPTABLE USE POLICY (AHS STUDENTS)

Policy Reference:	DB/TA/ICT Acceptable Use AHS	Review Frequency:	Annual
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Ratified by the Governors' Curriculum, Assessment and Attainment Committee on: **15.09.2027**

Signed: .....

Chair

The acceptable use agreement on the following pages is written for the students and is therefore worded with the students as the audience rather than as a standard policy.

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 access to these digital technologies.

Technology that can be used to store, transmit, or manipulate data, such as mobile phones, smart watches, laptops, tablets, and USB media, should be used responsibly and in accordance with this ICT code of conduct, even when not used with each school's/setting's equipment. Phones are not allowed in school at Bure Valley School, John of Gaunt Infant and Nursery School or John Bear's Nursery.

This acceptable use agreement 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 risk the security of the systems and will have good access to digital technologies to enhance their learning and will, in return, expect the *learners* to agree to be responsible users.

Acceptable Use 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 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 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 online.
- 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 understand I should not logon to or use any account other than my own and should logoff when leaving a workstation, even for just a short period of time.
- If I arrange to meet people offline that I have communicated with online, 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 online.

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

- I understand that the school's 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 attempt to download, upload store or install software to the school computers.
- I will not use the school's systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. 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. I 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 any form of online bullying will be dealt with in line with The Aylsham Learning Federation anti-bullying policy and normal disciplinary procedures.
- I will not take or distribute images of anyone without their permission.

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:

- 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 the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I am aware that the schools log all internet use and will not attempt to bypass the filtering systems.
- I understand the risks and will not try to upload, download or access any materials that 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 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 the school 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 online-bullying, use of images or personal information).
- I understand that if I fail to comply with this acceptable use agreement, I may be subject to disciplinary action. This could 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 understand that I will have access to SIMS Student on both the school computers and also on my own personal devices:

- I understand that I must activate my SIMS Student account using my school Google email account.
- I will let the school know if I have any problems with my account or any of the information I can access.

- I will only use SIMS Student for its intended purpose.
- I will not log into any other student's SIMS Student account
- I understand that I can use SIMS Student to print information such as my school reports and documents which are shared with me as part of homework tasks.
- If I have any questions or concerns about SIMS Student, I know that I must speak to a member of staff at school about this, or email simsstudent@alf.education for help.

Please complete the following sections 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.

Learner Acceptable Use Agreement Form

This form relates to the learner 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 systems.

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

- I use the school's 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, VLE, website etc.

Name of Student: _____

Form group: _____

Signed: _____

Date: _____

Parent/Carer Countersignature (optional) _____

If you would like to discuss any issues relating to the Federation's ICT code of conduct policy or the wireless network please contact:

- Mrs Kathryn Garnham - Aylsham High School
- Mr Jamie Olney - Bure Valley School
- Mrs Clare Toplis – John of Gaunt Infant and Nursery School/ John Bear's Nursery