



Student Acceptable Use of Technology (AUP)

September 2023

Key Stage 3/4/5 (11-18)

Date written: August 2023

Date of next review: August 2024

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

- I know that the school computers, tablets, laptops, and internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I am not sure if something is allowed, I will ask a member of staff.
- I know that my use of the school computers and devices, systems and on-site internet access will be monitored (Smoothwall) to keep me safe and ensure policy compliance.
- I have read and understood the school's expectations with regards to use of personal devices, including Chrombooks as outlined in the Students BYOD policy.
- I will keep my password safe and private as my privacy, the school work and safety must be protected.
- If I need to learn online at home, I will follow the school's remote learning AUP.
- 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. They will also be seen by the monitoring software the school uses.
- I will only use social media sites with permission and at the times that are allowed.
- I know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place, with a trusted adult present.
- 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 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 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 protect my personal information online.
- I will not access or change other people's files, accounts, or information.
- I will only upload appropriate pictures or videos of others online and when I have permission.
- I will only use my personal device/mobile phone in the school if I have permission from a teacher.
- I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources.
- I will always check that any information I use online is reliable and accurate.
- I will make sure that my internet use is safe and legal, and I am aware that online actions have offline consequences.
- I will only change the settings on the computer if the IT services has allowed me to.
- I know that use of the school ICT system for personal financial gain, gambling, political purposes, or advertising is not allowed.
- I understand that the school internet filter is there to protect me, and I will not try to bypass it.
- I know that if the school suspects that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices.
- I know that if I do not follow the school's AUP then:
 - My access to technology could be suspended
 - I may receive a consequence in line with the school's behaviour policy/code of conduct
- If I am aware of anyone trying to misuse technology, I will report it to a member of staff.
- I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared, or uncomfortable.
- I will visit www.thinkuknow.co.uk www.childnet.com and www.childline.org.uk to find out more about keeping safe online.
- I have read and talked about these rules with my parents/carers.