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## STUDENT ACCEPTABLE USE AGREEMENT FOR KS2 – KS5 STUDENTS

### **Maynard 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 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 put the security of the systems and will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

### **Acceptable Use 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 the Maynard 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 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 Maynard School 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 Maynard 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.

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 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 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 not use social media sites in school

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 Maynard 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 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 network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

## **Bring Your Own Device Agreement**

This agreement document applies to students who bring their own digital devices into school for educational purposes only. Such devices will be used in lessons by students when given express permission by their teacher to enhance learning. The school is allowing the device on the network and internet through our Wi-Fi access points.

Currently, L5 to U6 students are allowed to bring an iPad or laptop to lessons.

Students with digital devices being connected to the Maynard School network have to agree to the following conditions:

- Students will be restricted to one allowed device per person.
- Digital devices are subject to the school's "mobile phones and other electronic devices policy" and should remain switched off and in bags unless permission is given to use them during the school day. Students not in the sixth form should not use be using their own devices at break and lunch times unless engaged in supervised work e.g. in the library.
- Digital devices may be confiscated at any time for inappropriate use. Under the 2011 Education Act, the school retains the right to search digital devices and examine the data and files on the device (see Searching Pupil's Policy)
- ICT support will be only be given for personal digital devices at the discretion of the Network Manager or teacher.
- Digital Devices should not be connected to the school's peripherals such as printers, speakers or projectors.
- The charging of digital devices at school is not permitted. Devices should be fully charged at home with sufficient free memory to be able to engage in educational activities within lessons.
- Up-to-date antivirus software and all additional software updates must be installed where appropriate.
- Students will be responsible for the security and protection of personal digital devices. The school accepts no responsibility for loss or damage to personal digital devices. Devices should be covered by parents' home insurance. Students should be conscious of personal safety when carrying digital devices to, around and from school.

### **Agreement in relation to remote learning and associated platforms**

Do not share your online access usernames or passwords with anyone else.

- Do not copy links to private or limited access in school videos with anyone outside the school community.
- Only show your webcam when required by the teacher for that episode of lesson (and if you feel comfortable in doing so).
- Only show your screen or desktop when required by the teacher for that episode of the lesson (and if you feel comfortable in doing so).
- Only use your microphone when required by the teacher for that episode of the lesson (and if you feel comfortable in doing so).
- If showing work or presenting on webcam ensure that you are appropriately dressed.
- If showing work or presenting on webcam ensure that any background location / image is appropriate.
- If you are contributing to the lesson with your microphone on please use appropriate language and be aware of any other background noise in the vicinity.
- Do not record any part of the lesson or share any school related folders, files or resources without prior permission.

***Please complete the sections below to show that you have read, understood and agree to the rules included in this Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.***

## **Student Acceptable Use Agreement**

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

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

Name of Student:

Form / Class:

Signed:

Date:

Parent / Guardian

Countersignature:

Parent / Guardian Name:

Digital Device brought to school

(if applicable – e.g. iPad Air 16GB):