

Acceptable Use Policy for Digital Resources and Communication (Students)

'Digital Resources' refers to school Information and Communications Technology systems and equipment (such as desktop computers, laptops, tablets, mobile devices, printers, scanners, photocopiers and other peripherals), and also to programs, applications and services available on the network and/or on the Internet. Therefore, we expect that this agreement is followed both in School and when our Digital Resources are accessed remotely. Pupils of Freeman's School are encouraged to use our Digital Resources to create and share content and resources, as well as a means to connect with others both within and outside the School Community, always with the overarching aim of supporting and enhancing learning and teaching. Pupils must use school systems in a responsible way, to ensure that there is no risk to their safety or to the safety and security of the systems and other users.

Any inappropriate use, including violation of the following conditions and rules, will be regarded as a breach of School rules and will therefore be subject to the usual sanctions. In the most serious cases this could result in pupils being temporarily or permanently excluded from Freeman's. If the School deems it necessary, intervention from the police will also be requested.

ETHOS

- The School's ethos can be summed up by its core values: Learn, Lead and Make a Difference;
- The School expects all members of the School Community to show respect and consideration for self and others and to behave kindly and responsibly/safely, and in such a way that does not disrupt the use of our Digital Resources;
- The School will not tolerate deliberate misuse of its Digital Resources, including any form of bullying;
- The School expects the members of the School community to use good judgment and behave in a responsible way that will reflect well on them and the School.

BEHAVIOUR

- I will not use the School's digital resources for personal or recreational use – e.g. games or social messaging – at any time, including school clubs, unless I have permission. I understand that all digital resources provided by the School are for the sole purpose of teaching & learning;
- I will look after the School's digital resources and will not do anything that will damage them. I will report any damage I discover immediately.

PERSONAL DEVICES

- I will look after my School iPad by ensuring it is always in its protective case and transported between home and lessons safely. If transported in my School bag, I will ensure it is kept separate and clear from any water bottles;
- I understand that I am responsible for ensuring my School iPad is fully charged and brought into School and lessons every day. If I have forgotten my device, I must inform my Form Teacher during morning registration and collect a loan device during this time from the IT Office. All loaned devices must be returned to the IT Office by the end of the School day;
- In School, I will only use my School iPad during lessons and registration periods when instructed to do so by the teacher. My device will remain closed on my desk until required;

- I will not use my device outside of lessons e.g. in corridors, before school, break time, lunchtime, wet breaks and after school when still on site, unless permission has been given;
- I will always lock my School iPad in my locker when not using it in lessons e.g. break time, lunchtime or during sports lessons, clubs & activities;
- I understand that I must provide a set of wired earphones (not exceeding £15 in value) and have them available at all times for use in lessons. I will respect the right of others to work in an environment that is free of distractions and will therefore mute my device or use my earphones unless directed otherwise by a teacher;
- I understand that deliberate and intentional damage to the device or accessories is not acceptable and will result in a sanction;
- I understand that I am not allowed to bring my own personal devices (with an exception in the sixth form) into School without School permission and that the School cannot be held responsible for their damage, theft or loss if I do so.

PRINTING

- I will only use the School's printing facilities for printing school work, after it has been proof-read for errors and corrected, and will only print out multiple copies when specifically instructed to do so by a member of staff. Whenever possible, I will avoid printing altogether.

PRIVACY/DATA

- I understand that the School will monitor my use of the School's ICT systems, devices and digital communications;
- I will keep my password secret. I understand that I should not write down or store a password where someone may steal it. If I become aware that my password is/may be known by others, I will change it without delay;
- I will not use another pupil's username and password to access the School network, even if they have given me permission to do so. I will respect the privacy of others and will not seek to obtain access to their data and change their files in any way;
- I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it;
- I understand that revealing my personal information, or that of others, to any other person in any way is potentially dangerous and illegal. Examples of personal information are birth dates, addresses, mobile phone numbers, current or future location and schedules;
- I understand that interfering with or trying to avoid any security measures the School may have in place - such as altering device settings or bypassing filters - is dangerous and irresponsible. I will therefore respect any measures the School has put in place to maintain a safe learning and teaching environment;
- I understand that the School has a responsibility to investigate any instances of irresponsible use of its Digital Resources. This means that any digital device on the school premises may be subject to investigation at any time;

- I will only take photographs and make audio and video recordings when taking part in teacher-directed activities and with the consent of those being recorded.

CONTENT/INFORMATION

- I will respect copyright guidelines when using digital information;
- I will always try to ensure that I have permission to use the original work of others in my own work and will always cite and attribute all sources properly;
- I will not visit on purpose sites that might contain or display inappropriate, harmful or illegal material. I understand that there are severe consequences if I do. If I come across any, I will report it immediately;
- I will turn off my screen and inform staff if I accidentally find any inappropriate material whilst using the School's Digital Resources. (I will not be punished for this.);
- I will tell a teacher if I am worried about something another pupil asks me to do or if I am worried about something other people are doing online;
- I will make sure that I think critically about any information I find online and understand that not all information online is reliable;
- I will assume that any information that is shared using social media is public information, regardless of my privacy settings.

COMMUNICATION & SOCIAL MEDIA

- I will only communicate online with people I know offline, or that my teacher has approved. I will always be polite, kind, responsible, respectful and legal when communicating with others;
- I will only access School-approved social networking sites when instructed or allowed to do so by a member of staff;
- I will never arrange to meet anyone off-line that I have communicated with online, unless this is part of a School activity arranged by a member of staff;
- I will never post photographs or videos online of teachers or other students;
- I will avoid using any digital technology in a way that harms the reputation of Freeman's School or any member of the School Community. I understand that the use of the School's Digital Resources is a privilege, which will be taken away should I not use them according to these rules. I also understand that if I fail to follow these rules, it will result in a sanction. This may include loss of access to the school devices, detentions, and suspensions, contact with parents and in the and in the event of illegal activities, involvement of the police.

I have read and understand the above and agree to follow these guidelines at all times