Bedales Senior Student Acceptable Use of ICT Agreement

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Author	Head of ICT
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Approval Body	DSL, SSST
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Introduction

The use of electronic equipment and the internet is permitted at Bedales because they can be positive tools for social interaction, leisure and studying.

Students are expected to use ICT in line with the School's philosophy of ''work of each for weal of all'', whilst treating staff and each other online with the same standards of consideration and good manners as they would in face-to-face contact.

All students must follow the conditions described in this policy when using their own or School ICT networked resources including: Apps, internet access and Teams, both in and outside of school. Breaking these conditions may lead to:

- Temporary or permanent withdrawal of the students' access to the school network or their personal equipment,
- Closer monitoring of the students' network activity,
- Investigation of the students' past network activity,
- In some cases, suspension, expulsion or criminal prosecution.
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The School's ICT department uses filters which aim to prevent access to illegal or inappropriate material using the School's network. Network use is logged by the ICT department and other staff, with the aim of ensuring that it is being used safely and responsibly. Staff also monitor students' use of devices more generally, to safeguard the young people in their care.

Particular safeguarding issues that students should be aware of are the use of technology by other young people or adults to bully, groom, abuse, radicalise or blackmail (sextortion) other people, particularly children, young people and vulnerable adults. Students should also be aware that taking and distributing so-called indecent images (youth produced sexual imagery) is illegal under the age of 18, even when this is between friends. Although the School and police tend to want to educate young people, rather than impose severe sanctions, in cases where images are distributed, students should be aware that such sanctions, including criminal charges are possible. If students have a concern that technology is being used in a way that may threaten their own or another's safety, they should discuss this with Ana Simmons - safeguarding@bedales.org.uk - who is the Designated Safeguarding Lead (DSL) at Bedales, as soon as possible. If a student finds themselves in trouble online, they should seek help from a trusted adult as soon as possible so that support can be provided. The pastoral team at Bedales are a great source of support.

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.

The intention of the Acceptable Use of ICT Agreement is **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 at risk.

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- that students will have good access to digital technologies to enhance their learning and we will, in return, expect the students to agree to be responsible users.

The Acceptable Use of ICT Agreement

This wording is used in the agreement signed digitally by the students

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 will be aware of checking I know who I am communicating with when I am online and seeking help if I have any problems.
- 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 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 agree that when using ICT at school, I will adhere to any age restrictions that exist, only using or accessing software permitted for my age

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 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.
- During the School day I will not use the School's systems or devices for online gaming, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission from a member of staff to do so.
- I will ensure that my laptop is ready for use in the classroom (i.e. charged and any tabs/work closed from previous lessons). I will look after digital equipment by storing it safely outside of class and will bring my charger to lessons.

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 unkind, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or share 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 within 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 or AI 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.
- If I do reference the work of others (including AI generated resources) I will share the source of my references as part of my work.
- I understand that any use AI must be acknowledged in academic work submitted as my own. I understand that using AI without acknowledging it is plagiarism. Plagiarism in internal or external assessments (e.g. BACs or NEAs) is malpractice and could result in the work being awarded zero marks or being disqualified from the entire qualification or series of qualifications.

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, or bringing the school into disrepute).
- I understand that if I fail to comply with this acceptable use of ICT agreement, I may be subject to disciplinary action. This could include loss of access to the School network/internet, gating/detention/suspension/removal from school, contact with parents and in the event of illegal activities involvement of the police.

By logging in and using the school's ICT network and technology, you are confirming to agree to use them in accordance with this agreement.

You may be asked to agree to this agreement periodically during your time at the school.

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