



Pupil Acceptable Use for Online Safety and Social Networking Standards

The Trust recognises that the use of IT, iPad, Internet, SharePoint, the Learning Platform, and a wide range of electronic communication can greatly enhance the quality of learning across our Trust.

It is vital that everyone adheres to this policy to ensure safe, appropriate, and responsible use of such technology whether it is their iPad and Stylus, PCs in school or their own mobile technology.

Here at the Trust, we want every pupil to embrace the use of IT, iPad, Internet, and a wide range of electronic communication to enhance learning. However, it is vital that every pupil fully understands and adheres to the required policy that ensures safe, appropriate, and responsible use of such technologies. The agreement set out in this document applies to any activity undertaken both in school and outside of school. Misuse of the IT system, Internet or any form of electronic communication will result in you being denied use of this provision as well as further sanctions. Please take time to read this agreement carefully and make sure you fully understand each point before signing the agreement.

Acceptable Use - This applies to school devices and personal devices being used in school and school/Trust owned devices being used at home

I will:

- only access the school's IT systems and Internet via my own username and password.
- only use my iPad to engage in activities that support my learning
- keep my password safe and not share it with other people.
- ask the IT team to check any attachments or links before I click on them if I don't know that they are safe.
- if given permission to use my own device in school ask the IT team to check the device I want to link to the school IT before I do it to make sure there are no viruses.
- follow guidelines for safe use of the Internet.
- report any materials or conduct which I feel is unacceptable to the Teacher or IT Team.
- only use my own device in school if I have permission.
- immediately report any IT damage or faults.
- I will always arrive at school with my iPad charged to at least 80%.
- I will only use the iPad and stylus for what I'm instructed to by my teacher.
- I will not attempt to unlock another child's iPad nor edit or delete someone else's files without their permission.
- I will always keep the iPad in its case and be careful when handling it.

- I will ensure that the stylus/pen is kept in the case, or in the class storage location, when not in use.
- I will only use the iPad at break or lunchtime if I am directed to do so by a member of school staff.
- I understand that my iPad could still get damaged when inside my bag if I do not take care of my bag and treat it gently. For example, I will not kick or sit on my bag when the iPad is inside.
- I will immediately hand over and unlock the iPad if asked to by an adult in school.
- I will only AirDrop files when asked to.
- I will only mirror my iPad to the teacher screen when asked to.
- I will not accessorise or decorate my iPad case.
- I will keep the iPad in my bag at all times until I get home. I will keep my bag closed and as safe as possible.
- I will keep my iPad in my house until I go back to school.

I will not

- damage school IT on purpose.
- download IT viruses on purpose.
- play computer games during the school day unless I have been directed to do so by a teacher.
- alter or delete another person's files.
- use chat rooms and social networking sites during the school day.
- put personal information on-line (this could include names, addresses, email, telephone numbers, age, gender, educational details, financial details etc).
- do anything online which is offensive, hurtful, or otherwise upsetting to another person.
- post anonymous messages or forward chain letters.
- use inappropriate language.
- take, publish, or share pictures or videos of anyone without their permission.
- use school IT for personal use without a teacher's permission.

- copy someone else's schoolwork and pretend it is my own.
- access inappropriate materials such as pornographic, racist, or offensive material.
- install or attempt to install or store programmes on any school device.
- try to alter computer settings.
- will not try to upload, download, or access any materials which are illegal or inappropriate or may cause harm or distress to others.
- use any programs or software that might allow me to bypass the filtering/security systems.
- use applications or tools to secretly listen in on a lesson or meeting.

I understand that

- school will monitor my use of the systems, devices, and digital communications. School may share this information with my parents/carers, the police or other agencies depending upon the severity of the incident. School may check my school documents for viruses and unsuitable material at any time.
- if I wish to take my iPad out of the country, I will seek permission from my teacher in advance. This arrangement will remain subject to review.
- the school can see what I access at home on my iPad.
- if I use my own devices in the school, I will follow the rules set out in this agreement.
- I am responsible for my actions, both in and out of school.
- the school also has the right to act against me if I am involved in an incident out of school (examples would be cyber-bullying, use of images or personal information).
- my iPad can be inspected at any time without notice.
- that all damages and faults will be logged and monitored.
- I may lose iPad access as a consequence of not following these rules.

Parents and Carers Responsibilities

- Parents/carers are responsible for ensuring their child brings their iPad to school every day.

- Any loss or damage to an iPad must be reported to the school office immediately. In cases of theft, parents/carers must contact the police and provide the school with a crime reference number.
- We acknowledge that accidents can occur and that devices may be lost or damaged. The Trust will replace iPads that are accidentally lost or damaged. However, if loss or damage becomes a recurring issue, the school may require the iPad to remain on site or may request a contribution or deposit if the device is to be taken home.
- If an iPad is damaged, all maintenance and repairs will be carried out by the school once the fault has been reported. Parents/carers must not attempt to repair the device themselves or arrange third-party repairs. Any unauthorised repairs will result in liability for the full replacement cost of the device.
- Parents/carers will be required to contribute to the cost of repairing any deliberate damage.
- All iPads are configured to use the school Wi-Fi network, where Smoothwall filtering and monitoring are applied. When used at home, devices may connect to a home Wi-Fi network, and Smoothwall filtering will remain active. Parents/carers and students remain responsible for appropriate internet use outside of school.
- Software installed by the school must not be removed, modified, or interfered with. All iPads are supervised and managed through the school's Mobile Device Management system (Jamf). Trying to overcome built-in security features is not permitted.
- iPads will receive iOS updates when required. Students will be notified in advance and may be asked to leave their device charging overnight, typically on a Friday evening.
- Charging the iPad is the responsibility of the student. A fully charged device will last the entire school day. Parents/carers are encouraged to support students in developing a regular charging routine at home.
- iPads must remain in the protective case provided by the school at all times. Students are not permitted to decorate or alter the case in any way.
- The iPad must be presented upon request and must be returned to the school office when the student leaves the school, including at the end of Year 6, following GCSE or A-level examinations, or when transferring to another school. Failure to return the iPad and its case may result in a request for a financial contribution to cover replacement costs, and, where applicable, exam results may be withheld.

I have read and understood the above statements and I agree to the rules for use of ICT facilities and the Internet. I understand that deliberate failure to do this could result in the loss of my access rights to IT along with further sanctions if there was serious misuse.

Pupil signature.....Form Group.....

Pupil full name.....Date.....

This agreement will be re-issued annually, and access to systems will be revoked unless this is returned to the school.