

## Key Stage 3-5: Acceptable Use Agreement

I will be a **responsible user and stay safe** when using the internet and other digital technology.

Following these rules will help to keep everyone safe and be fair to others. School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies and online services.

### Bringing your own device

1. Any student who wishes to use a personally owned electronic device within the bounds of the school site must read the Acceptable Use Policy and sign this agreement as well as gaining a parental signature. Submissions will be dated and scanned as a record of acceptance.
2. The student takes full responsibility for his or her device and keeps it with himself or herself at all times or locked away. Whilst Shrewsbury High School provides lockable lockers, it is not responsible for the security of the device
3. The student is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
4. Shrewsbury High School reserves the right to inspect a student's personal device if there is reason to believe that the student has violated School policies, Acceptable Use Policy, administrative procedures, school rules or has engaged in other misconduct while using their personal device
5. Violations of any school policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary Action
6. The student complies with teachers' request to shut down the computer or close the screen or put the device away
7. Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.
8. The student may not use the devices to record, transmit or post photos or video of a person or persons on campus unless directed to do so and under supervision from a teacher. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.
9. The student should only use their device to access relevant files, programs and/or applications.
10. The student will use the assigned wireless network. Use of 3G & 4G wireless connections is not allowed.

## Responsible User

1. I will ensure that my online activity, use of mobile technology, and my use of social media applications, both in school or outside school, **will not cause my school, the staff, students, or others distress**, or bring the school into disrepute
2. I understand that whilst in school **GDST provided Wi-Fi is filtered and device use is monitored**. I also understand that all school-owned devices used outside of school may be subject to filtering and monitoring, and should be used as if I am in school.
3. I will only use my **personal devices** (mobile phones, Windows 10 laptops etc.) in school if I have been given permission to do so.
4. I will only use the **school's internet** and any device I may be using in school for appropriate school activities and learning, unless I have permission to engage in recreational activities, e.g. in a lunchtime club or after school.
5. I will only use my **school email and account details** to contact people as part of learning activities.
6. I will keep my **logins, IDs and passwords** secret and change my password regularly. If I think someone knows one of my passwords, I will change it. I will not leave my computer unattended if I am logged on and will only log in with my username and password.
7. I will not knowingly **bring files into school or download files** that can harm the school network or be used to bypass school security, such as VPN programmes.
8. I will be careful when **opening files and attachments**, checking for viruses etc. If I am unsure I will never open a file, hyperlink or any other attachment. If I am suspicious about a file or attachment, I will let a teacher or member of the ICT support team know.
9. I will only **edit or delete** my own files and not (even try to) view, change or delete other people's files or user areas without their permission.
10. I understand that websites, blogs, videos and other **online information can be biased** and misleading, so I need to check sources to see if they are trustworthy.
11. When using the internet, I will not download **copyright-protected material** (text, images, music, video etc.). I will always make sure I acknowledge the sources of information I find on the internet if I use it for my work or pass it on to friends.

## Stay Safe

1. I understand that **cyberbullying** is unacceptable, and will not use technology to bully, impersonate, harass, threaten, make fun of, exclude or upset anyone, at school or outside school.
2. I will not browse, download, upload, distribute, post, retweet or forward material that could be considered **discriminatory, offensive, harmful, illegal or of a sexual nature**. If I accidentally come across any such material I will report it immediately to my teacher.
3. The messages I send, or information I upload, will always **be polite and sensible**. I understand that all messages I send reflect on me and the school.
4. I will not share my or others' **personal information** that can be used to identify me, my family, my friends or my school on any online space, unless a trusted adult has given permission or reviewed the site.
5. If **live streaming** I always tell a trusted adult about it and check my privacy settings so I am in control of who can see my stream.
6. I will never arrange to **meet someone face to face** if I have only ever previously met them on the internet or by e-mail or in a chat room, unless I take a trusted adult with me.
7. I will **respect my body and other people's**. That means using positive words about myself and others. It also means not revealing my or anyone else's body on camera or sharing /posting inappropriate photos.
8. I am aware that some websites, apps, games, online shopping, file sharing and social networks have **age restrictions** and I will respect these. I will ensure sites are secure if exchanging personal or financial information.
9. I understand that many apps have **geolocation** settings (identifying my location or where I made a post or took a photo). I will make sure that I know how to turn geolocation on and off, and not tell the world where I am at all times or make it too easy to find out where I live or go to school.
10. If I see, watch, read, hear or receive anything I am unhappy with or I receive a message that makes me feel uncomfortable, e.g. bullying, extremist/hateful content, **I will not respond and talk to a trusted adult**.
11. I know that I **can always say no** online and end a chat or block a friend; if I do, it's best to talk to someone about it as well.
12. I **know who my trusted adults are** at school, home and elsewhere, but if I feel I can't talk to them, I know I can call Childline on 0800 1111 or click CEOP.

The trusted adults I can talk to if I have concerns about e-safety are:

1. Any member of our safeguarding team
2. My form tutor
3. Any of my teachers
4. Any member of Shrewsbury High School staff

*As a student I understand and will abide by the above Agreement, BYOD Acceptable Use Policy and guidelines. I further understand that any violation of the above may result in the loss of my network and/or BYOD privileges as well as other disciplinary action.*

*As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them.*

**Signed (Student):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed (Parent):** \_\_\_\_\_ **Date:** \_\_\_\_\_