

Ascend Learning Trust

## Acceptable Use Agreement 2023-24

This Technology Acceptable Use Agreement applies to all KS3, KS4, KS5 students and their parents/carers.

Written by:	A collaboration of members from the Safeguarding Leads, IT Leads, Executive Team and DPO
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Related policies:	Online Safety Policy

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## Acceptable Use Agreement KS3/KS4/KS5 Students and their Parents and Carers

Royal Wootton Bassett Academy understands the benefits technology can have on enhancing the curriculum and pupils' learning; however, we must ensure that pupils respect school property and use technology appropriately. To achieve this, we have created this acceptable use agreement which outlines our expectations of pupils when using technology, whether this is on personal or school devices and on or off the school premises.

Please read this document carefully and sign below to accept that you agree to the terms outlined.

### Using technology in school

- I will only use IT systems and networks, e.g. computers, laptops, and tablets, which my classroom teacher has given me permission to use.
- I will always use the school's IT systems and the internet responsibly and for educational purposes only.
- I will only use the approved email account that has been provided to me by the school IT technician.
- I will not store or use any personal data relating to a pupil or staff member for non-school related activities. If I have any queries about storing or using personal data, I will speak to my classroom teacher.
- I will delete any chain letters, spam, and other emails from unknown senders without opening them.
- I will not log in to the school network with someone else's username and password.
- I will ensure that I get permission from my classroom teacher before accessing learning materials, e.g. source documents, from unapproved sources unless this is part of a teacher led learning activity.
- I will only use the school internet for personal use during out-of-school hours, including break and lunchtimes. During school hours, I will use the internet for schoolwork only.
- I will not share my username and or passwords, e.g. to my school email address, with anyone.
- I will not install any software onto school IT systems unless instructed to do so by my classroom teacher.
- I will not use removable media, e.g. USB drives (even if encrypted), and I will keep all school-related information stored on my devices secure.
- I will tell a teacher (or responsible adult) immediately if I find any material which might upset, distress or harm me or others.

- I will always log off or shut down a school device when I have finished working on them.
- I will adhere to the e-safety guidelines I have been taught.
- I will only use the school's IT facilities to:
  - Complete homework and coursework, and to prepare for lessons and exams.
  - Undertake revision and research.
  - Gather or process information for extra-curricular activities, e.g. creating the school newsletter.
- I will not use the school's IT facilities to access, download, upload, send, receive, view, or display any of the following:
  - Illegal material.
  - Any content that could constitute a threat, bullying or harassment, or anything negative about other persons or the school.
  - Content relating to a person's sexual orientation, gender assignment, religion, race, disability, or age.
  - Online gambling.
  - Content which may adversely affect the reputation of any organisation (including the school) or person, whether or not they are known to be true or false.
  - Any sexually explicit content.
  - Any personal data or information.

### Mobile devices

- I will only use personal mobile devices during out-of-school hours, including break and lunchtimes, and in accordance with this acceptable use agreement.
- I will ensure that my mobile device is either switched off or set to silent mode during school hours and will only use my device to make or receive calls when my classroom teacher permits me to do so.
- I will seek permission from my classroom teacher before a school-owned mobile device is used to take images or recordings.
- I will not use any mobile devices to take pictures of fellow pupils or school staff unless I have their consent.

- I will not use any mobile devices to send inappropriate messages, images, or recordings.
- I will ensure that personal and school-owned mobile devices do not contain any inappropriate or illegal content.
- I will not access the Wi-Fi system using personal mobile devices unless permission has been given by my classroom teacher.
- I will not take or store images or videos of staff members on any mobile device, regardless of whether or not it is school-owned.
- I understand that senior staff in schools have the specific power under the Education and Inspections Act 2006 and the Education Act 2011 to search for and, if necessary, delete inappropriate images or files on pupils' electronic devices, including mobile phones, iPads and other tablet devices, where they believe there is a 'good reason' to do so.
- I understand that If inappropriate material is found on the device, it is up to the staff member in conjunction with the designated safeguarding lead (DSL) or other member of the senior leadership team to decide whether they should:
  - Delete that material, or
  - Retain it as evidence (of a criminal offence or a breach of school discipline), and/or report it to the police
  - Inform parents/carers

## Social media

- I will not use any school-owned mobile devices to access personal social networking platforms.
- I will not communicate or attempt to communicate with any staff members over personal social networking platforms.
- I will not accept or send 'friend requests' from/to any staff members over personal social networking platforms.
- I will ensure that I apply the necessary privacy settings to any social networking sites.
- I will not publish any comments or posts about the school on any social networking platforms which may affect the school's reputation.
- I will not post or upload any defamatory, objectionable, copyright infringing or private material, including images and videos of pupils, staff, or parents, on any online website.
- I will not post any material online that:
  - Is offensive
  - Is private or sensitive

- Infringes copyright laws
- Damages the school's reputation
- Is an image or video of any staff, parent, or nonconsenting pupil

## Reporting misuse

- I will ensure that I report any misuse or breaches of this agreement by pupils or staff members to my classroom teacher or headteacher.
- I understand that my use of the internet will be monitored by the school and recognise the consequences if I breach the terms of this agreement.
- I understand that in order to protect individuals' safety and wellbeing, and to protect the Trust from any third party claims or legal action against it, the Trust and nominated individuals within the school may view any data, information, or material on the IT systems (whether contained in an email, call recordings, on the network, notebooks, or laptops) and in certain circumstances, determined by the Data Protection Officer, disclose that data, information, or material to third parties, such as the police or social services if required.
- I understand that the school may decide to take disciplinary action against me in accordance with the school's Behaviour Policy if I breach this agreement.

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I acknowledge that I have read and understood this agreement and ensure that I will abide by each principle.

I understand a copy of this signed document will be placed on my personal file.

Pupil Name:	
Pupil signature:	
Date:	
Name of Form Tutor:	
Form Tutor signature:	
Date:	

\* Parents/carers please note that children within our school, who are under the age of 13 require parental consent to agree to this acceptable use agreement, so please ensure that you explain each section of this agreement with them before you both sign it and return it to the school.

The related Online Safety Policy is available from your school on request.

Name of parent/carer (if pupil under the age of 13):	
Parent/carer signature:	
Date:	