



Downside School Pupil Acceptable Use Policy

Introduction:

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The Internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and promote effective learning. Young people should have an entitlement to safe Internet access at all times.

Downside School Acceptable Use Policy is intended to ensure that:

- Young people will be responsible users and stay safe while using the Internet and other communications technologies for educational, personal and recreational use.
- School ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

Downside School will try to ensure that pupils have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For My Own Personal Safety:

- I understand that Downside School may occasionally monitor my use of the ICT systems, email and other digital communications.
- I understand how to choose my user names carefully to protect my identity
- I understand how to choose my passwords carefully so that they cannot be guessed easily by others.
- I know not to leave computers logged on with my user name or logged on to sites with personal details entered.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- I will not disclose or share personal information about myself or others when on-line.
- I will never arrange to meet people off-line that I have communicated with on-line without the express permission of my House Master/Mistress. If allowed to proceed, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material, messages, extreme views or anything that makes me feel uncomfortable when I see it on-line by emailing my House Master/Mistress and helpdesk@downside.co.uk.
- I understand that different sites have safety features and use these including features to limit access to information about me
- I know that using the Internet responsibly means I should not try to visit unsafe sites or register for things I am not old enough for



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- I understand that once I publish something on the web I cannot control what it is used for so I will think carefully before publishing. If uncertain I will seek the advice of my House Master/Mistress or the eSafety Officer

When Using Technology to Contact People I Know

- I have to be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will be aware of “stranger danger” (i.e. I should take care when dealing with strangers), when I am communicating on-line and that people online may not be who they seem.
- Not to open messages if the subject field contains anything offensive or if I do not recognise who it is from (I must delete the email without opening it)
- What to do if I receive an offensive message / e-mail including how to keep evidence
- That e-mails / messages can be intercepted and forwarded on to anyone including parents, head teacher or future employer.

I understand that everyone has equal rights to use technology as a resource and:

- That Downside School ICT systems are primarily intended for educational use and I will use the systems for personal or recreational within the parameters of this Acceptable Use Policy.
- 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.
- I will not use Downside School ICT systems for on-line gambling, file sharing, or video broadcasting (eg YouTube). File sharing and video broadcasting will require permission from a member of staff to engage in such activities.

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 not take or distribute images of anyone without their permission.

When using the Internet for research or recreation, I recognise that:

- any protection system does not stop all unsafe content and that I need to use specific search terms to reduce the likelihood of accessing unsafe content and extreme views.
- I should make sure that I have permission to use the original work of others in my own work and credit them if I do
- Where work is protected by Copyright, I will not try to download copies (including music and videos)
- When I am using the Internet 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.



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- Some websites which I need may be filtered. I should email helpdesk@downside.co.uk if I want them to be considered for unfiltering.

When using technology for buying and selling I know:

- How to tell the difference between web sites for information and web sites selling things
- How to recognise commercial uses of the Internet e.g. iTunes, mobile phone downloads, shopping
- That if an offer looks too good to be true it probably is!
- That I should not respond to unsolicited online offers
- That I should not use someone else's identity to purchase things online
- That if I buy something online, I do so at my own risk and the school accepts no liability if details are fraudulently obtained whilst using the school's systems.

I recognise that Downside School has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of Downside School:

- If I do use my own devices in school, I must follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks that the Internet can pose and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others
- I will not 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 attachments to emails, unless I know and trust the person who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or try to install programmes of any type on a machine, or store programmes on a computer
- I will not try to alter computer settings.
- I will only use chat and social networking sites that Downside School allows and at the times allowed.
- I will ensure I have antivirus software on my computer and that it is kept up to date.

I understand that I am responsible for my actions, both in and out of school:

- I understand that Downside 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 Downside School community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to Downside School network or the



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Internet, detentions, contact with parents, suspension in the case of serious incident and, in the event of illegal activities involvement of the police.

- I understand that use of a VPN, Proxy or any other method of circumventing the school's filtering is unacceptable and strictly against the rules of the school. I understand disciplinary action will always be taken in these circumstances.

Pupil Acceptable Use Policy Agreement

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to Downside School ICT systems.

Pupil Acceptable Use Agreement Form

This form relates to the Downside School pupil Acceptable Use Policy (AUP).

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use Downside School ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) eg mobile phones, iPads, cameras etc
- I use my own equipment out of school in a way that is related to me being a member of this school eg communicating with other members of Downside School, accessing school email, VLE, website etc.

Name of Pupil

House

Signed

Date