

## E-Safety Policy

New technologies have become integral to the lives of children and young people in today's society, both within Academies and in their lives outside their 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 stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

### **This 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.
- That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

### **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.

#### **Safety:**

- I understand that the school will monitor my use of the ICT systems, email and other digital communications
- I will treat my username and password completely private – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of 'stranger-danger' when I am communicating on-line.
- If I arrange to meet people off-line that I have communicated with on-line, 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 on-line.

#### **Sharing:**

- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use, such as games.
- I will not 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 the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing or video broadcasting (e.g. YouTube) or music.

#### **Goods Manners:**

- I will act as I expect others to act toward me.
- I will respect other's 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 strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone.

**Security:**

- I will not use a USB or handheld device in school without permission from a member of staff.
- I understand that, if I do use my own devices in 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.
- 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 try to fix the fault myself.
- I will not open any attachments to emails, unless I know and trust the person/organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programs on a computer, nor will I try to alter computer settings.
- I will not use chat and social networking sites in School.

**When using the internet for research for 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).

**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 cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with the Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network/internet, detentions, exclusions and contact with parents and, in the event of illegal activities, involvement of the police.

**You will have been asked to read this Policy as part of your Transition Form. If you do not complete to say you have read this agreement, access will not be granted to our School ICT system.**