



Hilden Grange School

Acceptable Use of Technology Policy (AUP): Prep - Senior Students (7 & 8)

1:1 Microsoft Surface User

Please note: 'School' refers to Hilden Grange School; 'parents' refers to parents, guardians and carers.

Acceptable Use of Technology Policy for Pupils: Prep (Years 7 & 8)

This policy aims to ensure that students benefit from learning opportunities offered by the school's digital resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the AUP is not adhered to this privilege will be withdrawn and appropriate sanctions will be imposed.

This Acceptable Use Policy is intended to ensure:

- I understand that I will be a responsible user while using the internet and other digital technologies for educational, personal and recreational use.
- I understand that I must use school devices and systems in a responsible way and that this agreement will keep me safe when I am online at home and at school.
- I understand that I must behave responsibly to ensure that there is no risk to my safety or the safety and security of the systems and other users.
- I understand that I must take care of devices and other equipment – including carrying the devices safely around the school site.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications. I know that I may not be allowed to access these digital technologies if I do not follow the rules and use them responsibly.
- I will keep my username and password safe and secure – 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 and I will not arrange to meet anyone without first talking to a trusted adult.
- I will not share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- I understand that the school internet filter is there to protect me, and I will not try to bypass it.
- I understand that everyone has equal rights to use technology as a resource and:
- I understand that the school and devices are primarily intended for educational use I will not use the school systems or devices for on-line gaming, internet shopping, file sharing, or video broadcasting (eg YouTube).

I will act as I expect others to act toward me and:

- I will not access or change other people files, accounts, or information.
- 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 be polite and responsible when I communicate with others. I appreciate that others may have different opinions.
- I know that bullying in any form (on and offline) is not tolerated.
- I will not take or distribute images of anyone without their permission.
- I will write online messages and posts (Eg when using Microsoft Teams) carefully and politely as I know they view by our school community.
- I understand that it may be a criminal offence or breach of the school policy to download or share inappropriate pictures, videos, or other material online.
- I also understand that it is against the law to take, save or send indecent images of anyone under the age of 18.
- I will always think before I post, I know that text, photos or videos can become public and impossible to delete.

I understand that the school has a responsibility to maintain the security and integrity of the technology

- 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 install or attempt to install or store programmes of any type on any school device
- I will not alter computer settings.
- I will not use my own personal devices (mobile phones) during school hours, unless I have permission.

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

- I understand that the school may take further action 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 this Acceptable Use of Technology Policy, further action may be taken in line with the other school policies.

Learner Acceptable Use Agreement Form:

- This policy will be discussed in Computing lessons at the start of each academic year.
- I have read and talked about these rules with my parents.

The 'AUP Agreement Form' will be completed in initial Computing lesson.

Acceptable Use of Technology Policy for Parents (Years 7 & 8)

I have read and discussed with my child the pupil Acceptable Use of Technology Policy (AUP) set out above and understand that this AUP will help keep my child safe online;

- I understand that the AUP applies to my child's use of school devices and systems on site and at home, and personal use where there are safeguarding and/or behaviour concerns;
- I am aware that the use of school devices and systems are be monitored for safety and security reason to keep my child safe. This monitoring will take place in accordance with GDPR, privacy, and legislation
- I understand that the school will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe when they use school devices and systems.
- I understand that the school will contact me if they have concerns about any possible breaches of the AUP or have any concerns about my child's safety. ·
- I will inform the school or other relevant organisations if I have concerns over my child's, or other members of the school communities' safety online ·
- I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school ·
- I will support the school online safety approaches and will discuss this agreement and the pupil agreement with my child.
- I will use appropriate parental controls and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.

Parent Acceptable Use Agreement Form:

This policy is discussed at the start of each academic year in Computing lessons and pupils' will be requested to digitally agree to the agreement. In addition, we request that parents digitally agree to show understanding and support of the agreement:

- I have read the Acceptable Use of Technology Agreements for both pupil and parent.
- I have discussed the year group specific agreement with my child(ren)
- I understand that without parental agreement of this AUP or failure to adhere to these rules, access to the digital resources will be restricted.

Please complete the electronic 'AUP Agreement Form'