

## **St Margaret's Church of England Academy Acceptable Use Policy – KS3 & KS4 Students**

We ask all children, young people and adults involved in the life of St. Margaret's CE Academy to sign an Acceptable Use Policy (AUP), which is a document that outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school). Parents will sign an additional Parent Agreement.

School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. This means anything you do on a school device or using school networks/platforms/internet (including from home when home learning) may be viewed by one of the staff members who are here to keep you safe.

But it is not just about systems and devices – it is about behaviour. So the same rules apply when you are at school as when you are home learning or just having fun with friends.

**“Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face to face.”**

Further information on our approach to online safety can be found in our full E-Learning and Online Safety Policy, which is available in the policies section on our website at [stmargaretsacademy.com](http://stmargaretsacademy.com).

If you have any questions about this AUP or the main policy, in the first instance please contact our Safeguarding Team.

In order for your child to gain access to the school computer network and be allocated a MS Office 365 Account they must read, sign and return the Student agreement to the school. In addition Parents/carers should sign the final section “Parent Agreement”. Both of these signatures may be conducted digitally via a “MS Forms” signature which will be listed on a database held securely in school.

### **Student Agreement**

I understand that access to the **school computer network, internet** and MS Office 365 Applications from St Margaret's CE Academy must be in support of educational research or learning, and that I should, at all times, behave appropriately online.

I agree to the following:

- I will treat myself and others with respect at all times; when I am online or using any device, I will treat everyone as if I were talking to them face to face.

- I will ensure that my online activity or use of mobile technology, in school or outside, will not cause my school, the staff, students or others distress or bring the school into disrepute.
- I am responsible for monitoring and appropriately rejecting materials, links, dialogues and information accessed, received by me.
- I will only use the school's internet, systems, devices and logins for school-related activities that are appropriate to what I am doing at that time (e.g. at school I don't play games unless I am allowed to, e.g. during lunch, and at home I don't access inappropriate sites or apps).
- I will refrain from accessing any newsgroups, links, list servers, web pages or other areas of cyberspace that would be considered pornographic, racist, violent, illegal or illicit.
- I will not use chat rooms or social networking sites unless as part of a teacher-led educational project.
- The school has effective web content filtering; I will not use any means to bypass the filtering system and search for inappropriate material.
- I will be courteous and use appropriate language. I will refrain from use of obscene, harassing or abusive language and will report any cases of such usage against me to my teacher or the ICT department.
- I accept responsibility for compliance with copyright laws and will not allow copyrighted material to enter school. I will not download software, games, music, graphics, videos or text materials that are copyrighted or violate the law by distributing or posting these.
- Plagiarism is unacceptable. I will use downloaded material appropriately in assignments, listing its source in a bibliography and clearly identifying any quoted material.
- I understand that any information I see online could be biased and misleading, so I should always check sources before sharing (see [fakenews.lgfl.net](http://fakenews.lgfl.net) for support).
- I will not reveal personal information, including names and addresses, bank details, telephone numbers of myself or others.
- I will not damage or tamper with any of the computer hardware, software or network equipment. Furthermore, if I discover any methods of causing such damage, I will report them to the ICT department and I will not demonstrate them to others.
- I will not attempt to change any computer, monitor or software settings on any school computers.
- I will abide by the current log-on procedures for access to the computer network. I will not disclose my password to anyone and I will not attempt to find out another person's password by any method, or to use that password to gain access to other peoples' work. If I suspect that my password is no longer secure, for example if someone else knows it I will report this to a member of staff so that it can be changed.
- I understand that the entire network is protected by anti-virus software and that students are advised to use anti-virus software on their own devices too.

- I will not attempt to obtain access to any website restricted by the school or filtering software
- I understand that work may be made available to me via online learning sites and I will always endeavour to complete this work either at home or in school.
- I will not disclose any unique user name and password for online learning applications and sites, e.g. Office 365, IXL, to any person.
- I will attempt to save my work correctly and use sensible file management techniques at all times.
- I will manage the space allocated to me for storing work and avoid storing multiple, identical copies of the same file or files that are not relevant to my school work
- I will use my allocation of printer credits carefully and only print work when necessary.
- I understand that I have access to storage as part of my MSOffice 365 account: One Drive and therefore I will not bring in removable media from outside school.
- I will only use my personal hand held / external devices (mobile phones/tablets/wearable technology etc.) in school if I have permission. I understand that the use of USB drives is banned and that I have access to storage via my Office 365 Account, One-Drive instead.
- I understand that, if I do use my own devices in school, for example using the Wi-Fi connection, I must follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I consider my online reputation with everything that I post or share – I know anything I do can be shared and might stay online forever (even if I delete it).
- I will not take digital photographs, or edit digital images of staff or students without their consent.
- I understand that bullying online or using technology is just as unacceptable as any other type of bullying, and will not use technology to bully, impersonate, harass, threaten, make fun of or upset anyone, at school or outside. I will stand up for my friends and not be a bystander.
- Livestreaming can be fun, but I always check my privacy settings and know who can see what and when. If I livestream, my parents/carers know about it.
- I know new online friends might not be who they say they are, so I am always very careful when someone wants to 'friend' me. Unless I have met them face to face, I can't be sure who they are.
- I will never arrange to meet someone face to face who I have only previously met in an app, site or game without telling and taking a trusted adult with me.
- I will respect my body and other people's – part of that means using positive words about myself and others; it also means not revealing too much on camera and not sharing or posting photos or videos that show me or anyone else without all my/their clothes on.
- Many apps can identify where I am or where I made a post or took a photo, so I know how to turn off location settings so everyone doesn't see where I am, where I live or go to school.

- What I do on devices should never upset or hurt others & I shouldn't put myself or others at risk.
- 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, sexual, extremist/hateful content, I will not respond to it but I will talk to a trusted adult about it.
- It can be hard to stop using technology sometimes, for young people and adults. When my parents/carers or teachers talk to me about this, I will be open and honest if I am struggling.
- It is not my fault if I stumble across (or somebody sends me) something violent, sexual or otherwise worrying. But I will not share or forward it, and I will ask a trusted adult for advice/help.
- If I see anything that shows people hurting themselves or encouraging others to do so, I will report it on the app, site or game and tell a trusted adult straight away.
- I don't have to keep a secret or do a dare or challenge just because someone (even a friend) tells me to – real friends don't put you under pressure to do things you don't want to.
- It is illegal to view any form of pornography if you are under 18 years old; I will not attempt to do so and will report anyone who tries to trick me into doing so.
- I can always say no online, end a chat or block someone; if I do, it's best to talk to someone, too.
- I will tell a trusted adult if I have a problem or am worried about something online, and I will encourage my friends to do so too. Statistics show that telling someone helps!
- I know who my trusted adults are at school, home and elsewhere, but if I know I can also get in touch with [Childline](#), [The Mix](#), or [The Samaritans](#).

## Online Lessons – Microsoft Teams

**The school may elect to deliver learning through the Microsoft Teams platform. In these instances the AUP agreement applies along with an additional protocol. By using Teams for learning I also agree to the following:**

- Students should be mindful of choosing a location in their home which is free from distraction so that they are able to concentrate on their learning. Parents/Carers should consider asking students to leave the door to this room open.
- Unless otherwise specified by your teacher, the virtual lesson will be conducted with video turned off – by both the students and by the teacher. If the teacher states in advance that video-sharing will (or may) be used, then students should:
  - - avoid attending online lessons from their bedrooms. However, where the only option is for a student to attend the lesson from his/her bedroom (where it is impractical for the student to relocate) in this case the student's camera must remain switched off at all times.
    - be dressed appropriately for the lesson – while school uniform is not required, appropriate clothing must be worn. Pyjamas are not allowed. If you are unsure, think of the kind of clothing you might wear to a school concert or a non-uniform day.
    - be mindful of what appears in the background and should ensure that nothing that could cause distraction or offense to others is visible. Where possible, it is recommended that students use the function to blur the background.
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- Students are advised to let others in their households know the timings of any Teams lessons they are attending to minimise potential disruption.
- Students should be aware that when they sign into lessons they will be placed in a 'waiting room' area and the teacher will admit them to the lesson
- Student microphones and cameras must be switched off when they enter the lesson;
- Students keep their microphones switched off unless they are actively participating and should turn their microphones off again once that active participation has come to an end.
- As would be the case in school, students are not permitted to record any of the lesson in any way, not even for their own personal use at a later date
- Students must use language appropriate to the classroom, including when using the chat function.
- Your teacher will direct you how to signal that you wish to ask questions – some lessons may use the 'hand up' function in Teams, but expect to be told by your teacher at the start of the lesson if this is the case.
- Messages in the chat function must be directed towards the teacher and not between students – student-to-student messaging is not permitted.

- Students should be aware that for safeguarding reasons all lessons on Teams will be recorded and that recordings will be stored in an appropriately secure and encrypted way.
- Students are not permitted to share their screens during Teams lessons.
- Students are reminded that, as is the case in school, staff have a duty to pass on any concerns of a safeguarding nature. In most instances these concerns would be passed directly to the Designated Safeguarding Lead (Dr Silverstone) or a deputy Designated Safeguarding Lead (Mr Gibbons/ Mrs Wyke).
- Students should be aware that staff will follow the same procedures for managing student behavior as we would in lessons located in school. Should any behavior result in a pupil being asked to leave or be 'removed' from the lesson we will pass this on to senior members of staff immediately after the lesson who will follow it up.
- Students are also reminded that this section of the AUP relates to learning online during the period of partial school closure due to Covid and that the rest of the requirements of the Student Acceptable Use Policy continue to apply.

### **St.Margaret's CE Academy Student Email Policy**

The purpose of this section of the AUP is to ensure the proper use of St.Margaret's email system and make users aware of what St.Margaret's deems as acceptable and unacceptable use of the email system. St.Margaret's reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

By following the guidelines in this policy, the email user can minimise the legal risks involved in the use of e-mail. If any student disregards the rules set out in this Email Policy they may be fully personally liable.

Email is a business communication tool and students are obliged to use this tool in a responsible, effective and lawful manner. Although by its nature email seems to be less formal than other written communication, the same laws apply.

The email account provided to you by St Margaret's CE Academy must only be used in support of educational research or learning, and in agreement with the following:

- You must not send emails with any libelous, defamatory, offensive, racist or obscene remarks.
- You should never forward emails with any libelous, defamatory, offensive, racist or obscene remarks.
- You must not unlawfully forward confidential information.
- You should not forward or copy messages without permission.
- If you send an attachment that contains a virus, you and St.Margaret's can be held liable.

The following rules are required by law and are to be strictly adhered to:

- **It is strictly prohibited to send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an e-mail of this nature, you must promptly notify a member of staff.**
- Do not send unsolicited email messages.
- Do not forge or attempt to forge email messages.
- Do not send email messages using another person's email account.
- Do not disguise or attempt to disguise your identity when sending mail.

St.Margaret's considers email as an important means of communication and recognizes the importance of proper email content and speedy replies in conveying a professional image. Therefore St.Margaret's wishes students to adhere to the following guidelines:

**Writing emails:**

- Write well-structured emails, composing short descriptive messages.
- Use the spell checker before you send out an email.
- Do not send unnecessary attachments. Compress attachments larger than 200K before sending.
- Do not write emails in capitals.
- Only mark emails as important/urgent if they really are important/urgent.
- It is polite to check and reply to emails regularly

**Maintenance:**

- Delete any email messages that you do not need to have a copy of.

I will abide by the expectations set out in this contract when using any web-based email account in school.

## Student Acceptable Use Agreement

(This form relates to the Student Acceptable Use Agreement, to which it is attached)

Please sign the following statement if you wish to apply for access to the school computer network and Wi-Fi, email and the internet and to be allocated a school Office 365 account and to participate in lessons, in school and remotely using MS Teams.

### ***Student to sign***

Student Name (Print) ..... Form .....

Signed ..... Date.....

**Please note that this signature may be captured digitally via a MSForm**

If you violate any of the terms of this agreement, you may be denied access to school computers and the internet in school and your office 365 account may need to be suspended for a time determined by the school. Depending on the offence committed you may face further disciplinary action as determined by the management of the school.



## Parental Acceptable Use Agreement

As the parent/carer of \_\_\_\_\_

- I understand that St Margaret's CE Academy uses technology as part of the daily life of the school when it is appropriate to support teaching & learning and the smooth running of the school, and to help prepare the children and young people for their future lives.
- I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials, including behaviour policies and agreements, physical and technical monitoring, education and support and web filtering. However, the school cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies, which can sometimes be upsetting.
- I understand that internet and device use in school, and use of school-owned devices, networks and cloud platforms out of school may be subject to filtering and monitoring. These should be used in the same manner as when in school, **including during any remote learning periods.**
- I will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including on social media: not sharing other's images or details without permission and refraining from posting negative, threatening or violent comments about others, including the school staff, volunteers, governors, contractors, pupils or other parents/carers.
- The impact of social media use is often felt strongly in schools, which is why we expect certain behaviours from pupils when using social media. I will support the school's social media policy and not encourage my child to join any platform where they are below the minimum age.
- I will follow the school's digital images and video policy,(available on the website) which outlines when I can capture and/or share images/videos
- I understand that for my child to grow up safe online, positive input is needed from school and home, so I will talk to my child about online safety.
- If my child has online tuition for catchup purposes after lockdown or in general, I will undertake necessary checks where I have arranged this privately to ensure they are registered/safe and reliable, and for any tuition, I will remain in the room where possible, and ensure my child knows that tutors should not arrange new sessions or online chats directly with them.
- I understand that whilst home networks are much less secure than school ones, I can apply child safety settings to my home internet. Internet Matters provides guides to help parents do this easily for all the main internet service providers in the UK. There are also child-safe search engines e.g. swiggle.org.uk and YouTube Kids is an alternative to YouTube with age appropriate content.

- I understand that it can be hard to stop using technology sometimes, and I will talk about this to my children, and refer to the principles of the Digital 5 A Day: [childrenscommissioner.gov.uk/our-work/digital/5-a-day/](http://childrenscommissioner.gov.uk/our-work/digital/5-a-day/)
- I understand and support the commitments made by my child in the Acceptable Use Policy (AUP) which s/he has signed, and which can be seen on the school website and I understand that s/he will be subject to sanctions if s/he does not follow these rules.
- I can find out more about online safety at St. Margaret's by reading the full E-Learning and Online Safety Policy on the school website. I understand that I can talk to school the Safeguarding Team (Details on website). Should I have any concerns about my child/ren's use of technology, or about that of others in the community, or if I have questions about online safety or technology use in school.

***Parent/Carer to sign below***

Name (Print) .....

Parent/Carer of ..... Form.....

Signed .....

**Please note that this signature may be captured digitally via a MSForm.**