



## Acceptable use Policy (AUP) – Students

**Torquay Boys' Grammar School is committed to safeguarding and promoting the welfare of students and young people in its care.**

**This Acceptable Use Policy is intended to ensure:**

- That our students have the knowledge and confidence to be safe, responsible users of our ICT resources, the internet and other digital technologies for educational, personal and recreational use.
- That our school systems and users are protected from accidental or deliberate misuse.

Students will be provided with guidance by staff on the safe and responsible use of the resources available online and through the school's network. School staff will regularly monitor the network to make sure that it is being used responsibly. The school will not be responsible for any loss of data as a result of the system or student mistakes in using the system. Use of any information obtained via the network is at the student's own risk.

### **Conditions of Use**

Student access to the networked resources is a privilege, not a right. Students will be expected to use the resources for the educational purposes for which they are provided. It is the personal responsibility of every student to take all reasonable steps to make sure they follow the conditions set out in this Policy. Students must also accept personal responsibility for reporting any misuse of the network to:

The Systems Manager (Mr K Smith), or the Deputy Head teacher (Mr S Lyne-Ley)

### **Acceptable Use**

Students are expected to use the network systems in a safe and responsible manner. It is not possible to set a complete set of rules about what is, and what is not, acceptable. All use however should be consistent with the school ethos and code of conduct. The following list provides some examples that must be followed, but is not an exhaustive list:



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### **For my own personal safety and the safety of all students**

- I will not create, send or post any material that is likely to cause offence or needless anxiety to other people, or bring the school into disrepute.
- I will not reveal any personal information about myself or other users over the network, or online (this could include names addresses, telephone numbers, age, gender, educational details, financial details).
- 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 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 understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any unpleasant, or inappropriate material or messages, or anything that makes me feel uncomfortable when I see it on-line.

I understand that I can report any safety concerns to the Deputy Head teacher, Mr S Lyne-Ley. Help can also be found online by following the links:

<https://www.saferinternet.org.uk/advice-centre/need-help>

<http://www.childline.org.uk/>

### **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.

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

- I understand that TBGS has the right to take disciplinary 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



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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 sanctions such as:
  - Loss of access to the school network / internet
  - School sanctions such as detentions, or exclusions (see ***Good Behaviour and Discipline Policy***)
  - Contact with parents and in the event of illegal activities involvement of the police.

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

- I understand that TBGS systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- 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 the school's systems or devices for on-line gaming, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.

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

- I understand that mobile phones and devices are not to be used during the school day and should not 'be seen', 'or heard' whilst in school. I will only use my own personal devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in the 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, nor will I 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.



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- I will immediately report any damage or faults involving equipment or software to the ICT Systems Manager (Mr K Smith), however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I understand that students under reasonable suspicion of misuse in terms of time, activity or content may have their usage closely monitored or have their past use investigated.
- I will only use social media sites with permission and at the times that are allowed.

### **When using the internet for research or 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)
- 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.

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

- I use the school's systems and devices (both in and out of school)
- I use my own devices at TBGS (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.
- I use my own equipment out of school in a way that is related to me being a member of TBGS - communicating with other members of the school, accessing school email, VLE and the school website



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### Acceptable Use Policy Agreement

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

Name of Student: .....

Year / House: .....

Signed: .....

Date: .....

### Parent /Carer Countersignature

**‘TBGS’s commitment to equality and diversity means that this policy has been screened in relation to the use of gender-neutral language, jargon-free plain English, recognition of the needs of disabled people, promotion of the positive duty in relation to race and disability and avoidance of stereotypes. This document is available in alternative formats on request.’**