

# Student Acceptable Use Policy

## Online Safety Agreement & Acceptable Use of ICT & Social Media



**Gunnersbury Catholic School has a curriculum computer network which full internet access to assist learning. Students can use this facility only when parents/guardians have signed this agreement.**

### Digital Wisdom:

If you receive abusive messages, keep them. You do not have to read them. When the time comes for action they can be used as evidence. If you receive abusive message ask for help from parents/carers, your Form Tutor, Head of Year, Director of Key Stage or any member of staff. You can also contact your mobile phone provider. Remember: by forwarding a text, email, photo, video, etc, you may be making the problem worse. You could be unwittingly involving yourself in bullying. You may even be breaking the law.

### I agree to:

1. I will keep my login and password details secret and will not access anyone else's files.
  2. I will only use the computers for schoolwork and homework.
  3. I will not bring files into school that can harm the school network or be used to compromise school security tools.
  4. I will only use the internet for appropriate educational purposes.
  5. I will not use messaging software or clients.
  6. I will use polite standard English in all communications and good email etiquette at all times. Such as: Dear, Thank you, Please, etc.
  7. I will not give my personal information that could be used to identify me, my family or friends on any space, unless a trusted adult has given me permission or reviewed the site.
  8. I understand that my files will be checked and that my use of the internet will be monitored.
  9. I understand that the use of all school devices is monitored inside and outside of the school including use at home. Any activity which is considered to contravene this agreement or may be considered to fall within the schools safeguarding requirements is automatically reported to the school.
  10. I will not undertake any activity, including loading software, that is found to threaten the integrity of the computer network or attacks or corrupts other systems.
  11. I will respect the copyright of materials.
  12. I will not use any digital device to access, post or produce anonymous messages; material of an inappropriate, threatening, discriminatory, racist, homophobic or offensive nature. I will not post derogatory or negative comments about the school or any member of the school community.
  13. I will not post/upload on the internet or social network any materials which can cause damage to my personal reputation, other people's reputation or the reputation of the school.
  14. I will not post or upload any materials or photos which can identify the school and breach the safety of students on any social networks such as Youtube/Facebook/msn/Ask
  15. FM/Twitter/Snapchat/Instagram/WhatsApp/. I will respect the required age to create accounts on social networks.
  16. I will follow all the guidance provided by school on the safe use of my laptop/tablet and take care of my school laptop/tablet and protect it from damage. I understand that insurance cover is limited.
  17. I will respect the school computer hardware and not abuse it.
  18. I will report to a member of staff, any videos or materials, showing the school buildings or students in uniform, posted on the web without the school's permission.
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19. Breaching any of the above will be subject to an appropriate sanction, which may result in withdrawal of Internet access in school and ultimately in an exclusion.
20. In line with the Social Media Policy, we reserve the right to look at the students' mobile phones and laptops when conducting investigations
21. I will never arrange to meet someone I have only ever previously met on the internet, by email or in a chat room, unless it take a trusted adult.
22. If I see anything I am unhappy with or receive a message that makes me feel uncomfortable, I will not respond to it but I will save it and talk to a trusted adult.

Student's Signature ..... Date .....

As the parent/carer of the student signing above, I grant permission for my son/daughter to use email and the internet. I understand that students will be held accountable for their actions. I also understand that some materials on the internet may be objectionable and I accept joint responsibility for the setting of standards for my son/daughter to follow when selecting, sharing and exploring information and media. I will also check her mobile devices on a regular basis to ensure her safety and will make sure appropriate filters are in place at home.

Parent/Carer's Signature ..... Date .....

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