

Student e-Safety and Acceptable Use Agreement



School Policy

Herne Bay High School recognises the potential benefits and opportunities that new technologies offer to teaching and learning. We encourage the use of technology in order to enhance skills and promote achievement. However, the accessible and global nature of the internet and variety of technologies available mean that we are also aware of potential risks and challenges associated with such use. This agreement is intended to implement safeguards within the school and to support learners to identify and manage risks independently.

This agreement 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.

The school will try to ensure that students have good access to ICT to enhance their learning and will, in return, expect students to agree to be responsible users.

Acceptable Use

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.

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will log on to the ICT system using only the provided username and password and I will not make any password known to any other person.
- I will be aware of 'cyberstalking', when I am communicating online.
- I will not disclose or share personal information about myself, the school or other members of the school community online.
- I will not use the school system to arrange to meet people that I have communicated with online. Furthermore, the school's position is that a young person should not meet anyone that they have communicated with online, unless they have the agreement of their parent(s)/carer(s) and, if they receive this agreement, then they should take an adult with them and meet that person in a public place.
- 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 everyone has equal rights to use technology as a resource and:

- 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 unless I have permission to do so.
- I will not attempt to bypass internet filtering approaches, test the weaknesses of the ICT system or undertake deliberate activities that waste staff effort or affect the service for other users.
- I will not use the school ICT systems for personal financial gain, online gaming, gambling, internet shopping
- I will not use file sharing or video broadcasting, unless I have permission from a member of staff to do so.

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 be polite and responsible when I communicate with others, I will not use aggressive, offensive, obscene, defamatory, abusive, intimidating, insulting, indecent, harassing or otherwise objectionable language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

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 will only use my personal mobile or external devices (including but not limited to, mobile phones, tablets, smart watches, USB devices) in school if I have permission from a member of staff. I understand that, if I am permitted to 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. School Rules states 'should a student wish to bring a mobile phone to school, they must turn it off between 8.30 and the end of the school day and must not send or receive calls or messages until they have finished school for the day. Any contravention of this rule could result in the student's phone being taken from them and securely stored until the end of the day or until a parent/carer is available to come in to collect the phone'.
Note – Herne Bay High School is unable to accept responsibility for any items of value brought into school that are either lost or damaged, such as mobile phones, laptops, tablets, ipods, games consoles, bicycles or money.
- I understand the risks and will not try to create, access, store or transmit any materials which are illegal, potentially unlawful or may cause harm or distress to others, nor will I try to use any methods 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 open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not attempt to do anything that threatens the integrity or security of the school ICT system, including, but not limited to, introducing or creating any form of malicious software.

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

- I understand that I must not, through my actions whilst using digital communications either at home or school, bring the name of the school into disrepute.
- I understand that the school may enact its disciplinary approaches 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 this agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, internal / external exclusions, contact with parents and in the event of illegal activities involvement of the police.