

## Pupil / Student Agreement

1. I will only use IT systems in school for school purposes, including the internet, e-mail, video or mobile technologies.
2. I will only log on to the school network or cloud with my own username and password. I will never share my username or password with anyone else or use anyone else's.
3. I will always log off properly when I have finished using school computers.
4. I will not download or install software on school devices or use USB flash drives/memory sticks on school hardware.
5. I will only use my school email address for school related things.
6. I will not try to dodge any computer or user account restrictions to access confidential information or restricted information on the school network.
7. I will not try to bypass the internet filtering system.
8. I will make sure that all electronic communications with other pupils and teachers are responsible and sensible.
9. I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
10. I will not deliberately browse, download, upload or forward material that might be offensive or illegal. If I accidentally come across material like this I will immediately report it to my teacher.
11. I will make sure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring them into disrepute.
12. I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community
13. I will respect the privacy and ownership of others' work on-line at all times.
14. I understand that all my use of the internet, key strokes and other related technologies can be monitored and logged and can be made available on request to teachers.
15. I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer will be contacted.



## Acceptable Use (ICT) Policy for Pupils & Students

Dartmoor Multi Academy Trust recognises the value of technology in children's learning and development and recognises that Computing is a compulsory part of the national curriculum. All pupils within our Trust use a range of IT resources, including internet access, as an essential part of learning.

This policy sets out the expectations of the Trust for pupils in how they use and interact with IT systems in schools. It links to our other policies, including:

- Anti-bullying Policy
- Behaviour Policy
- Safeguarding Policy
- Data Protection Policies
- E safety Policy and resources
- Social Media Policy and Statement
- Mobile Phone Policy
- Personal, Social and Health Education (PSHE) Policy
- Sex and Relationships Education (SRE)

**For full details of the policy, please read the full version available on the Trust website.**

Dartmoor Multi Academy Trust will support all pupils to be safe and responsible users of technology and give our learners the skills and knowledge to embrace the digital world safely and securely to:

- Become empowered and responsible digital creators and users
- Use resources and technology safely, carefully and responsibly, respecting system security and password security
- Be kind online and help create a community that is respectful and caring, on and offline
- Be safe and sensible online, and always know that all pupils can talk to a trusted adult if they are unsure or need help.

### **We value safe behaviour.**

Deliberately uploading or adding any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community, misuse or deliberate damage to school equipment, using technology without permission and at times that are not allowed, or bypassing school filtering and monitoring systems (this includes, but is not limited to, the use of VPN, personal hotspot devices, attempting to change school computer settings, using portable apps and anonymous browsers) will be dealt with according to our schools' Behaviour and Anti-Bullying policies.

### **We recognise there are potential risks.**

The Trust will take all reasonable precautions including monitoring and filtering systems, to ensure that pupils and staff are as safe as possible when using school equipment, our internet and systems. This monitoring will be proportionate and will take place in accordance with data protection (including GDPR), privacy and human rights legislation. The Trust reserves the right to monitor the activity of all users on school systems. We will refer to [Saferinternet.org.uk](https://www.saferinternet.org.uk) provider self-certification when selecting providers to ensure they meet appropriate safety standards.

### **We recognise that the internet is constantly changing**

As new apps, devices, websites and material emerge at a rapid pace, we will regularly review, identify, assess and minimise online risks, as well as examine emerging technologies for educational benefit and undertake appropriate risk assessments before use in school is permitted.

### **We recognise that no technical system can replace online safety education.**

We will embed online safety education in curriculum delivery, wherever possible. We will model good practice when using technology and maintain a professional level of conduct in their personal use of technology, both on and off site. We will develop awareness of Esafety issues through regular training and curriculum delivery and we will take appropriate action where necessary.

### **All pupils and parents have an important role to play in developing responsible behaviour.**

We will share this policy with pupils in school and encourage parents to read and discuss the policy with their children at home. We ask parents/carers to role model safe and positive online behaviour and discuss online safety at home. Links to extra resources and help is on our website.

<https://www.dartmoormat.org.uk/online-safety.html>

### **Some pupils may be more vulnerable online.**

This may include children in care, children with special educational needs and disabilities (SEND) or mental health needs, children with English as an additional language (EAL) and children experiencing trauma or loss. We will ensure that differentiated and ability appropriate online safety education, access, and support is provided to vulnerable pupils and seek input from specialist staff as appropriate, including the SENCO and Child in Care Lead.

### **We respect the law.**

If we believe a pupil has committed a criminal offence, we will contact the relevant authorities. School owned information systems, including Wi-Fi, must be used lawfully. The Computer Misuse Act 1990 makes the following criminal offences:

- to gain unauthorised access to computer material;
- to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.

### **Students or parents can speak with the Designated Safeguarding Lead about any concerns.**

We encourage pupils and parents to find out more information via other websites such as:

- [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
- [www.childnet.com](http://www.childnet.com)
- [www.nspcc.org.uk/online-safety](http://www.nspcc.org.uk/online-safety)
- [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
- [www.internetmatters.org](http://www.internetmatters.org)