

## Acceptable Use of ICT Policy (AUP) [Paragraph 7, Part 3 ISSR] Senior Schools

<b>Author</b>	Designated Safeguarding Leads
<b>Version Number</b>	1.1
<b>Approval Date</b>	<b>September 2023</b>
<b>Approved By</b>	Full Governing Board <ul style="list-style-type: none"> <li>▪ This policy agreement is reviewed and approved as part of the review and approval cycle for the Online Safety Policy.</li> </ul>
<b>Date of Last Review</b>	September 2023
<b>Review Cycle</b>	Annually
<b>Date of Next Review</b>	<b>Autumn Term 2024</b>
<b>Date of Next Approval</b>	<b>FGB, Autumn Term, 2024</b>

<b>Regulatory / Statutory Authority(ies)</b>	<ul style="list-style-type: none"> <li>▪ The Independent School Standards Regulations (ISSR).</li> <li>▪ Independent Schools Inspectorate (ISI) - Para 7, Part 3 ISSR – Safeguarding.</li> </ul>
<b>Related Policies, Procedures, and/or Documentation</b>	<ul style="list-style-type: none"> <li>▪ Behaviour (and School Code of Conduct) Policy.</li> <li>▪ The Online Safety Policy.</li> <li>▪ Safeguarding and Child Protection Policy.</li> </ul>
<b>Published To</b>	<input checked="" type="checkbox"/> CSF Website <input type="checkbox"/> School Website <input checked="" type="checkbox"/> Shared Staff Area <input checked="" type="checkbox"/> ISI Portal <input checked="" type="checkbox"/> Available to Parents

### VERSION HISTORY

Version Number	Amendment(s) Or Formal Review	Date [Month/Year]	Summary of change(s)
1.0	Formal Review	September 2023	Formal Review and Approval at Full Governing Board
1.1	Update	March 2024	Updated Role Descriptors / Titles; converted to new policy template and structure. Aligned across all schools. Updated by Heads and ICT.



**TABLE OF CONTENTS**

<b>ACCEPTABLE USE OF ICT POLICY AGREEMENT .....</b>	<b>3</b>
<b>Personal Safety .....</b>	<b>3</b>
<b>Responsible Use .....</b>	<b>3</b>
<b>Respectful Communication .....</b>	<b>4</b>
<b>Digital Honesty .....</b>	<b>4</b>
<b>Sanctions.....</b>	<b>5</b>



## ACCEPTABLE USE OF ICT POLICY (AUP)

### Core Values:

**Safety****Responsibility****Respect****Honesty****Integrity**

### POLICY AGREEMENT

Please read these statements and confirm your agreement:

#### 1.1 Personal Safety

- I will keep my username and password safe and secure. I will not share it and will not write it down or store it where it is possible that someone may steal it.
- I will change my password at least once a term and will use a combination of 8 characters including capital and lowercase letters and numbers.
- I will not log on as anyone else; I will not use any other person's username or password.
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.). This does not apply to Sixth Form pupils who are registering with UCAS.
- 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 the school will monitor my use of the systems, devices and digital communications and record and act upon anything they are concerned about.

#### NB

- **I understand how to manage my privacy settings and safety features of websites.**
- **I understand how to use or deactivate location settings or GPS on websites, apps or games.**
- **If I arrange to meet people offline that I have only communicated with online, I will do so in a public place and take an adult with me.**

#### 1.2 Responsible Use

- I will not eat or drink in computer areas as spillages can cause serious damage to hardware.
- I understand that the school systems and devices are intended for educational use and that I will not use them for personal or recreational use, including OneDrive.
- I will not waste resources by printing unnecessary copies. I will check my work before printing. Wherever possible, I will use both sides of the sheet of paper, for copying or printing; print only the pages I need by using the 'Print Selection' function, and to reduce the number of pages printed, I will reduce margins, use the 'Print Preview' function before printing, use a small font size and use efficient fonts such as Times New Roman or Arial which use significantly less space.
- I will only print material related to school-based work or activities.
- I will not download or upload files that might take up internet capacity and prevent other users from being able to carry out their work.
- I will delete files from my area that I no longer require.



- I will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others.
- I will not attempt to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will not use school systems or devices for social networking, online gaming, online gambling, internet shopping, file sharing for non-educational purposes, or recreational video broadcasting (e.g. non-educational aspects of YouTube).
- 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 will not open 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 unless for educational purposes.
- 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 immediately report any damage or faults involving equipment or software however this may have happened.

### 1.3 Respectful Communication

- I will be polite and responsible when I communicate with others. I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions. I understand this includes all forms of electronic communication including email, social networking, blogging, gaming etc – whether at home or in school.
- I will not use inappropriate language when naming files or choosing passwords.
- I will only use my official school account to send and receive emails. This rule does not apply to Sixth Form pupils who use their personal emails for UCAS communication.
- I will not take or distribute images of anyone without their permission. I will not send Spam emails (chain, junk or bulk emails).

**NB. We expect that you will uphold this standard of behaviour when you communicate with members of our community outside of school and act with respect, courtesy and integrity at all times.**

### 1.4 Digital Honesty

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.



*Continued overleaf***1.5 Sanctions**

**I understand that if I fail to comply with this Acceptable Use Policy Agreement (AUP) I will be subject to disciplinary action in accordance with the schools 'stepped approach to discipline' as set out in the School Code of Conduct and Behaviour Policy. This may include detentions, suspensions, fixed term or permanent exclusion, contact with parents and, in the event of illegal activities, involvement of the police and/or the Local Safeguarding Children's Board.**

**Signed by:****Endorsed by:**

---

---

**Pupil name:****Parent name:**

---

---

**Date:****Date:**

---

---

**END**