



HODGE HILL GIRLS' SCHOOL

"Educating tomorrow's women today"

Pupil Acceptable Use Policy

Document Information

Role of individual completing review:	ICT Operations Manager
Approved by:	
Date approved:	
Date of next review:	May 2025
Additional notes:	Removal of Biometrics page

A1 Pupil Acceptable Use Policy Agreement

A1.1 School Policy

A1.1.1 Digital technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and heighten awareness of context to promote effective learning. Young people should have an entitlement to safe access to the internet and digital technologies at all times.

A1.1.2 This Acceptable Use Policy Agreement is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

A1.1.3 The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect pupils to agree to be responsible users.

A1.1.4 All digital technology use in and out of school is bound by the Online Safety Policy.

A1.1.5 All pupils and parents / carers are advised to read the following related documents and policies:

- Professional Learning Standards Policy
- Online Safety Policy
- Data Handling Policy

A1.2 Acceptable Use Policy Agreement

A1.2.1 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.

A1.2.2 For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I understand that the rules set out in this agreement also apply to my use of these technologies out of school.
- 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 be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, educational details, financial details etc.).
- 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 immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

A1.2.3 I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school 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 systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.
- I will use all school resources appropriately including printing. I will always get permission from a teacher before printing.

A1.2.4 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 strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

A1.2.5 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 not use my personal devices (e.g. mobile phone, MP3 player etc..) in school, unless I have explicit permission from a member of staff.
- Where possible I will use online storage to transfer school files between school and home. I will accept responsibility for any personal external storage devices that I choose to bring into school.
- I understand that, if I do 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.
- I will not attempt to connect personal devices to the school network (wired or wireless) due to the security risk of cross-contamination of malware/viruses.
- I will not use school equipment/devices without permission from a supervising member of staff.
- 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.
- I will immediately report any damage or faults involving equipment or software; 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 will not use social media (e.g. Facebook, Instagram, Twitter, SnapChat) or personal email systems (e.g. Hotmail, Gmail, Yahoo) in school or on school devices.

- I will only use school-sanctioned systems to communicate with staff and other pupils (e.g. Office 365).

A1.2.6 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 and acknowledge it. I will not plagiarise other people's work by submitting it as my own.
- 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.

A1.2.7 I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take 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 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 loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police or other authoritative bodies.

A1.2.8 Please complete the sections below to show that you have read, understood and agree to the rules included in the Pupil Acceptable Use Policy Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.

A1.3 Pupil Acceptable Use Policy Agreement Form

A1.3.1 This form relates to the Pupil Acceptable Use Policy (AUP) Agreement, to which it is attached.

A1.3.2 Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

A1.3.3 I have read and understand the above and agree to follow these guidelines when:

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

A1.3.4 I agree to follow the rules set out in Pupil Acceptable Use Policy Agreement and the Online Safety Policy.

Name of Pupil:

Year / Form:

Signed:

Date:

This form will remain on your daughters record in accordance with our Retention Policy.

A2 Parent / Carer Acceptable Use Policy Agreement

A2.1 School Policy

A2.1.1 Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and heighten awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

A2.1.2 This Acceptable Use Policy 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 systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

A2.1.3 The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users. A copy of the Pupil Acceptable Use Policy Agreement is attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in their care.

A2.1.4 All use of school digital technologies/systems in and out of school is bound by the Online Safety Policy; all pupils / staff / visitors / parents are strongly advised to read the Online Safety Policy.

A2.1.5 Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Parent Permission Form

Parent / Carer Name:

Pupil Name:

A2.1.6 As the parent / carer of the above pupil, I give permission for my daughter to have access to the internet and to digital technologies and systems at school.

A2.1.7 I know that my daughter has signed a Pupil Acceptable Use Policy Agreement and has received, or will receive, online safety education to help them understand the importance of safe use of technology – both in and out of school.

A2.1.8 I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

A2.1.9 I understand that my daughter's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy Agreement or Online Safety Policy.

A2.1.10 I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

Signed:

Date:

This form will remain on your daughters record in accordance with our Retention Policy.

A3 Use of Digital / Video Images

A3.1 School Policy

A3.1.1 The use of digital / video images plays an important part in learning activities. Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images can then be used in presentations in subsequent lessons.

A3.1.2 Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media.

A3.1.3 The school will comply with GDPR and the Data Protection Act and request parents / carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

A3.1.4 In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by GDPR and the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other pupils in the digital / video images.

A3.1.5 Parents / carers are requested to sign the permission form below to allow the school to take and use images of their children and for the parents / carers to agree:

A3.2 Digital / Video Images Permission Form

Parent / Carer Name:

Pupil Name:

A3.2.1 As the parent / carer of the above pupil, I agree to the school taking and using digital / video images of my daughter. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.

Please Tick:

Yes No

(Please tick "YES" if you agree/give your permission, or tick "No" if you disagree/do not give your permission)

A3.2.2 I agree that if I take digital images at, or of – school events which include images of children, other than my own, I will abide by these guidelines in my use of these images.

Please Tick: **Yes**

(Please tick "YES" if you agree/give your permission)

Signed:

Date:

This form will remain on your daughters record in accordance with our Retention Policy.

A4 Use of Cloud Systems

A4.1 School Policy

A4.1.1 The school uses Microsoft Office 365 Education for pupils and staff. This form describes the tools and pupil responsibilities for using these services.

A4.1.2 The following services are available to each pupil and hosted by Microsoft as part of the school's online presence in Office 365:

- Outlook Mail - an individual email account for school use managed by the school
- Calendar - an individual calendar providing the ability to organise schedules, daily activities, and assignments
- OneDrive for Business - an individual storage area providing the ability to store and retrieve school work/digital media including documents, images, videos and notebooks
- SharePoint Sites/Groups - an individual and collaborative site creation tool
- Office 365 Stream - Safe and secure streaming video portal for pupils to access video media created by staff for learning
- OneNote - individual and collaborative notebooks/journals for recording learning timelines
- Word/Excel/PowerPoint Online - a web-based / instant-access word processing, spreadsheet and presentation toolkit.

A4.1.3 Using these tools, pupils collaboratively create, edit and share files and sites for school related projects and communicate via email with other pupils and members of staff. These services are entirely online and available 24/7 from any internet-connected device. Examples of pupil use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

A4.1.4 The school believes that use of the tools significantly adds to your daughter's educational experience.

A4.1.5 Microsoft's terms and conditions confirm that Microsoft do not require parental consent for schools to provide Office 365 accounts for pupils

(see <https://www.microsoft.com/en-gb/trust-center/privacy> for details).

A4.1.6 Although the school does not require parental consent to create pupil accounts on Office 365 Education, the school requires a parent / carer to sign this form to state they have read and

understand that the school will provide their child with access to the Office 365 Education Cloud System:

A4.2 **Use of Cloud Systems Form**

Parent / Carer Name:

Pupil Name:

A4.2.1 As the parent / carer of the above named pupil, I understand that my daughter will access the Microsoft Office 365 Education Cloud System through an individual account created by the school.

Signed:

Date:

This form will remain on your daughters record in accordance with our Retention Policy.