James Calvert Spence College KS3 - KS5 Acceptable Usage Policy

At James Calvert Spence College we want to ensure that all members of our community are safe and responsible users of technology. We will support pupils to…

- Become empowered and responsible digital creators and users
- Use our school resources and technology safely, carefully and responsibly
- Be kind online and help us to create a school community that is respectful and caring, on and offline
- Be safe and be sensible online and always know that you can talk to a trusted adult if you need help

As a Key Stage 3 through to Key Stage 5 student you will follow our E-safety Policy (available at www.jcsc.co.uk/policies) and Acceptable usage policy which is:

Safe

- I will make sure that my internet use is safe and legal and I am aware that online actions have offline consequences
- I know that my use of school computers, devices and internet access will be monitored to protect me and ensure I comply with the schools acceptable use policy
- I know that people online aren't always who they say they are and that I must always talk to an adult before meeting any online contacts

Private

- I will keep my passwords private
- I know I must always check my privacy settings are safe and private
- I will think before a share personal information and/or seek advice from an adult
- I will keep my password safe and private as my privacy, school work and safety must be protected

Responsible

- I will not access or change other people files, accounts or information
- I will not connect personal devices to the college computers or network without authorisation
- I will only upload appropriate pictures or videos of others online and when I have permission
- I will only use my personal device/mobile phone in school if I have permission from a teacher
- I know I must respect the schools systems and equipment and if I cannot be responsible then I will lose the right to use them
- I know that school computers and internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I'm not sure if something is allowed then I will ask a member of staff
- I will write emails and online messages carefully and politely; as I know they could be forwarded or seen by someone I did not intend
- I will only change the settings on the computer if a teacher/technician has allowed me to
- I know that use of the schools ICT system for personal financial gain, gambling, political purposes or advertising is not allowed
- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
- I know that if the school suspect that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices
- I know that if I do not follow the AUP then I will be subject to the college behaviour policy and the sanctions outlined in it.

Kind

- I know that bullying in any form (on and off line) is not tolerated and I know that technology should not be used for harassment
- I will not upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community I will always think before I post as once I upload text, photos or videos they can become public and impossible to delete
- I will not use technology to be unkind to people

Legal

- I know it can be a criminal offence to hack accounts or systems or send threatening and offensive messages
- I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources
- I understand that it may be a criminal offence or breach of the school policy to download or share inappropriate pictures, videos or other material online.

Reliable

- I will always check that any information I use online is reliable and accurate
- I know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place, with a trusted adult present

Report

- If I am aware of anyone trying to misuse technology then I will report it to a member of staff
- I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared or uncomfortable
- I will visit www.thinkuknow.co.uk www.childnet.com and www.childline.org.uk to find out more about keeping safe online
- I have read and talked about these rules with my parents/carers

Pupil Acceptable Use Policy Agreement Form

James Calvert Spence College Pupil Acceptable Use Policy - Pupil Response

I, with my parents/carers, have read and understood the pupil Acceptable Use Policy (AUP) and E-Safety Policy.

I agree to follow the pupil AUP when:

1. I use school systems and devices, both on and offsite
2. I use my own devices in school, when allowed, including mobile phones, gaming devices, and cameras.
3. I use my own equipment out of the school, in a way that is related to me being a member of the school community, including communicating with other members of the school, accessing school email or website.

Name……………………………………………. Signed……………………..

Class………………………… Date……………………..

Parents Name………………………………………….........Parents

Signature………………………….

Date…………….