

## Learner Acceptable Use Agreement

### School Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe access to these digital technologies.

This acceptable use 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.

### Acceptable Use Agreement

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.

#### For my own personal safety:

- I understand that the schools will monitor my use of the systems, devices and digital communications.
- 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 will be aware of "stranger danger" when I am communicating online.
- I will not disclose or share personal information about myself or others online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.).
- I will immediately report any exposure to misinformation, conspiracy theories, or harmful content that makes me feel uncomfortable or unsafe.
- I will immediately report any unpleasant or inappropriate material or messages.

**I understand that everyone has equal rights to use technology as a resource and:**

- I understand that the school's 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 to make large downloads or uploads that might take up internet capacity.
- I will not use the school's systems for online gaming, gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission.

**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.
- I will not engage in any form of online-bullying or "banter" that causes distress. I will not take or distribute intimate or inappropriate images of others ("upskirting" or "sexting"), and I understand this is a serious safeguarding breach.
- I will not take or distribute images of anyone without their permission.
- 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 online-bullying, use of images or personal information).
- I understand that if I fail to comply with this acceptable use agreement, I may be subject to disciplinary action. This could 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.

**Policy Scope and Discipline:**

- I recognise that the school has a responsibility to maintain the security and integrity of the technology.
- 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 understand that the school has the right to take action against me for inappropriate behaviour covered in this agreement even when I am out of school, if it involves my membership in the school community.
- I understand that if I fail to comply with this agreement, I may be subject to disciplinary action, including loss of access, detentions, suspensions, or police involvement for illegal activities.

**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.

**Mobile Phone and Personal Device Use:**

- I understand that this school is a "mobile-free environment" by default. My mobile phone and personal devices must remain "never used, seen, or heard" during the school day, including breaktimes and lunchtimes, unless I have specific permission for a medical or SEND requirement.
- I will only use my own personal devices (mobile phone/laptop etc.) in school if I have explicit permission.
- I understand that if I do use my own devices, I will follow the rules set out in this agreement exactly as if I were using school equipment.

**Artificial Intelligence (AI) and Academic Integrity:**

- I will only use Generative AI tools (e.g., ChatGPT, Gemini) when specifically authorised by a teacher for a particular task.
- I will clearly credit and attribute any work that has been generated or assisted by AI. I understand that submitting AI-generated work as my own is considered plagiarism.

- I will not use AI to bypass my own learning or to complete assessments that require my independent analysis.

# Learner Acceptable Use Agreement Form

This form relates to the learner acceptable use Agreement to which it is attached.

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 systems.

I have read and understand the policy and agree to follow these guidelines when using school systems, my own devices in school, or equipment out of school related to my membership of this school.

Name of Learner: .....

Group/Class: .....

Signed: .....

Date: .....