AYLESBURY GRAMMAR SCHOOL

Founded 1598

ICT ACCEPTABLE USE POLICY FOR STUDENTS

SIGNED:_____
Richard Williams (Chair of Governors)

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Acceptable Use Policy Agreement Overview

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

1. For my own personal safety:

1.1. I must respect the school's systems and equipment. If I cannot be responsible I may lose the right to use them.

1.2 I will keep my password secret. I will not share it, nor will I try to use any other person's username and password. If I suspect someone knows my password, I will change it.

1.3 I understand that Aylesbury Grammar School will monitor my use of the systems, devices (including any devices connected to the school Wifi) and internet in school.

1.4 I will be aware that people I am communicating with on the internet may not be telling the truth about themselves.

1.5 I will not share personal information about myself or others when online.

1.6 I will immediately report any inappropriate material or anything that makes me feel uncomfortable online to a member of staff.

1.7 If I receive any abusive emails or messages on my school account, I will inform a member of staff immediately.

2. I will act as I expect others to act toward me:

2.1 I will be polite and responsible when I communicate with others. I will not use rude, inappropriate or threatening language.

2.2 I will not create, generate, take or distribute images, films or audio of anyone without their permission.

2.3 I will always think before I post something online, as it can become public and may have repercussions either now or later on in my life.

3. When using the internet for research or recreation, I recognise that:

3.1 Where work is protected by copyright, I will not try to download copies.

3.2 When I am using the internet to find information, I will check the information with a second trusted source, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

4. I understand that the school has a responsibility to maintain the security and integrity of the technology it offers me:

4.1   I will only use my own personal devices (including Chromebook and mobile phone) in school if I have permission to do so. I understand that if I do use my own devices in school, I will follow the same rules set out in this agreement.

4.2   I will immediately report any damage or faults involving my Chromebook, school equipment or software to a teacher or the IT department.

4.3   I will not, or attempt to, hack, scan/probe the network, install/run malicious software or attempt to gain access to accounts and/or systems.

4.4   I will not use the school systems for gaming, file sharing or broadcasting without permission of a member of staff to do so.

4.5   I will not upload, download, send or access any illegal or inappropriate materials

4.6   I understand that the filtering is for everyone's safety so I will not use any Virtual Private Network (VPN) or Proxies to try and bypass the school's filtering/security systems.

4.7   I will not misuse Artificial Intelligence (AI) technologies to cheat, or plagiarise work. I understand that submitting a piece of work without disclosing where AI has been used could lead to disciplinary action.

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

5.1   I understand that Aylesbury Grammar School has the right to take action against me if I am involved in incidents of inappropriate behaviour online and where they involve my membership of the school.

5.2   I understand that if I fail to comply with this Acceptable Usage Policy agreement, I will be subject to disciplinary action, which may include; temporary or permanent loss of access to the school network/internet in addition to significant sanctions in accordance with the school's behavioural policies. In the event of illegal activities, the advice of the Police will be sought and followed.

6. Policy Review

6.1   This policy will be reviewed and updated annually by the Senior Leadership Team (SLT).