



DORMSTON SCHOOL

Student Acceptable Use Policy

Date	Review date	ICT & Safeguarding Leads	Nominated Governor
27.06.24	27.06.25	J Elliott T Parr	George Craig
			Ratified: Date: Sept 2024

Rules for Responsible Internet use:

- ✓ I will be a responsible user and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- ✓ I will not share my password with anyone, or use anyone else's password. If I become aware of another individual's password, I will inform that person and a member of staff;
- ✓ I will use a password that is very safe i.e. one that contains letters (upper case and lower case), numbers and possibly symbols which I will change on a regular basis;
- ✓ I realise the school may check my computer files and may monitor the internet sites I visit;
- ✓ I will use all school equipment properly;
- ✓ I will not interfere with work or data (information) of another student;
- ✓ I will not use or connect my own equipment. (refer to mobile phone policy);
- ✓ I will not move any equipment around the room for any reason unless guided by staff;
- ✓ If I use a flash drive or other storage device, I will make sure that the flash drive is encrypted (I understand that my computing teachers/IT Technicians can support me with this).
- ✓ I am responsible for all information; emails etc. that I post or send and will use language appropriate to anyone who may read them. I will be respectful in how I talk to and work with others online and never write or participate in online bullying. I will report any unpleasant material or messages sent or viewed by me. I understand that if I report anything it will be confidential and may help protect other students and myself;
- ✓ I will report to a member of staff anything I see that promotes radicalisation propaganda;
- ✓ I know that posting anonymous messages and forwarding chain letters is forbidden;
- ✓ Any files attached to an email will be appropriate to the body of the email and not include any inappropriate materials or anything that threatens the integrity of the school;
- ✓ I will not download or bring into school unauthorised material, including games, films and music, or run them on any of the school's computers;
- ✓ I will not access inappropriate materials such as pornographic, racist or any material deemed offensive or use the school system for personal financial gain, gambling, political purposes or advertising;
- ✓ 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 not use social networking sites.

- ✓ I will not use sites with a 'chat room' facility;
- ✓ I will not give my home address or telephone number/mobile number or respond to requests using SMS and I will never arrange to meet anyone;
- ✓ I will always follow the 'terms and conditions' when using a site. I know content on the web is someone's property and I will ask a responsible adult if I want to use information, pictures, videos, music or sound to ensure I do not break copyright law;
- ✓ I will think carefully about what I read on the internet, question if it's from a reliable source before I use the information, crediting the source;
- ✓ I will not make audio or video recordings of another student or teacher without his/her permission and for a permitted purpose relating to school purposes;
- ✓ I will always check with a responsible adult before I share or publish created content of myself or others;
- ✓ I will make sure I know how to report any issues;
- ✓ I know anything I share online may be monitored. I know once I share anything online it is completely out of my control and may be used by others in a way that I did not intend and may be illegal.
- ✓ The school accepts no liability for any loss or detriment suffered by you through personal use of school ICT equipment.
- ✓ The school accepts no liability for any financial demands placed through personal use of school equipment.
- ✓ 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).
- ✓ This Acceptable Use Policy applies to any personal equipment used whilst on the school site.
- ✓ Whilst using school ICT equipment I will follow the recommendations of staff to follow DSE (Display Screen Equipment) Guidelines to access workstations correctly.

- ✓ **I am aware of the CEOP report button and know when to use it.**
- ✓ **I know that anything I share online may be monitored.**
- ✓ **I know that once I share anything online it is completely out of my control and may be used by others in a way that I did not intend.**
- ✓ **I realise that breaking this agreement could result in the school imposing sanctions.**



Consequences of Improper Conduct

Any student who breaches acceptable use as defined by this A.U.P. will lose the privilege of accessing the network for a period of time deemed appropriate by the school and may attract significant school sanctions according to the nature of the breach.

Any breach of this A.U.P may lead to disciplinary action including permanent exclusion and may result in information being passed on to the Police and other third parties.

I accept the above conditions and will sign the consent when I first log onto the school's system in September 2024