



KS3, KS4 & KS5 ICT Acceptable Use Policy

What is an AUP?

We ask all children, young people and adults involved in the life of St John Bosco Arts College to sign an Acceptable Use Policy (AUP), which is a document that outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).

Why do we need an AUP?

These rules have been written to help keep everyone safe and happy when they are online or using technology. Sometimes things go wrong and people get upset, but these rules help us avoid it where we can.

School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. This means anything you do on a school device or using school networks/platforms/internet (including from home when home learning) may be viewed by one of the staff members who are here to keep you safe.

But it's not about systems and devices - it's about behaviour. So the same rules apply when you are at school as when you are home learning or just having fun with friends. All of the points in the list on the next page below can be summarised as follows:

“Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face to face.”

If you have any questions about this AUP, please speak to Miss Crowley (email address: crowleyl@stjohnbosco.org.uk)



What am I agreeing to?

1. I will treat myself and others with respect at all times; when I am online or using any device, I will treat everyone as if I were talking to them face to face.
2. Whenever I use a device, the internet or any apps, sites and games, I will try to be positive and creative, to learn and share, to develop new skills, to have fun and prepare for the future.
3. I consider my online reputation with everything that I post or share - I know anything I do can be shared and might stay online forever (even on Snapchat or if I delete it).
4. I will tell a trusted adult if I have a problem or am worried about something online, and I will encourage my friends to do so too. Statistics show that telling someone helps!
5. It can be hard to stop using technology sometimes, for young people and adults. When my parents/carers or teachers talk to me about this, I will be open and honest if I am struggling. I will remember the principles of the Digital 5 A Day.
6. It is not my fault if I stumble across (or somebody sends me) something violent, sexual or otherwise worrying. But I will not share or forward it, and I will ask a trusted adult for advice/help.
7. If I see anything that shows people hurting themselves or encouraging others to do so, I will report it on the app, site or game and tell a trusted adult straight away.
8. I will ensure that my online activity or use of mobile technology, in school or outside, will not cause my school, the staff, students or others distress or bring the school into disrepute.
9. I will only use the school's internet, systems, devices and logins for school-related activities for activities that are appropriate to what I am doing at that time (e.g. at school I don't play games unless I am allowed to, e.g. during lunch, and at home I don't access inappropriate sites or apps).
10. Whenever I use the internet or devices in school **OR use school devices at home OR log in on home devices at home**, I may be monitored or filtered; the same behaviour rules always apply.
11. I will keep logins, IDs and passwords secret and change my password regularly. If I think someone knows one of my passwords, I will change it; if I think they have used it, I will tell a teacher.
12. I will not try to bypass school security in any way or access any hacking files or tools.
13. I will only edit or delete my own files and not (even try to) view, change or delete other people's files or user areas without their permission.
14. I will use the internet, apps, sites & games responsibly; I will not use any that are inappropriate for school use or for my age, including sites which encourage hate or discrimination.
15. I understand that any information I see online could be biased and misleading, so I should always check sources before sharing (see [fakenews.lgfl.net](https://www.fakenews.lgfl.net) for support).
16. I understand that bullying online or using technology is just as unacceptable as any other type of bullying, and will not use technology to bully, impersonate, harass, threaten, make fun of or upset anyone, at school or outside. I will stand up for my friends and not be a bystander.
17. I will not post, look at, up/download or share material that could be offensive, harmful or illegal. If I come across any, I will report it immediately.



18. I know some sites, games and apps have age restrictions (most social media are 13+) and I should respect this. 18-rated games are not more difficult but inappropriate for young people.
19. When I am at school, I will only message or mail people if it's relevant to my learning.
20. Messages I send, or information I upload, will always be polite, sensible and respectful. I understand that all messages I send reflect on me and the school.
21. I will be careful when opening files and attachments, checking for viruses etc. If I am unsure I will not open a file, hyperlink or any other attachment.
22. I will not download copyright-protected material (text, music, video etc.).
23. I will not share my or others' personal information that can be used to identify me, my family or my friends on any online space, unless a trusted adult has given permission or reviewed the site.
24. Livestreaming can be fun, but I always check my privacy settings and know who can see what and when. If I livestream, my parents/carers know about it.
25. I know new online friends might not be who they say they are, so I am always very careful when someone wants to 'friend' me. Unless I have met them face to face, I can't be sure who they are.
26. I will never arrange to meet someone face to face who I have only previously met in an app, site or game without telling and taking a trusted adult with me.
27. **When learning remotely, teachers and tutors will not behave any differently to when we are in school.** If I get asked or told anything that I would find strange in school, I will tell another teacher.
28. I will only use my personal devices (mobiles, smartwatches etc) in school if I have been given permission, and I will never take secret photos, videos or recordings of teachers or students, **including when learning remotely.**
29. I will respect my body and other people's - part of that means using positive words about myself and others; it also means not revealing too much on camera and not sharing or posting photos or videos that show me or anyone else without all my/their clothes on.
30. Many apps can identify where I am or where I made a post or took a photo, so I know how to turn off location settings so everyone doesn't see where I am, where I live or go to school.
31. What I do on devices should never upset or hurt others & I shouldn't put myself or others at risk.
32. If I see, watch, read, hear or receive anything I am unhappy with or I receive a message that makes me feel uncomfortable, e.g. bullying, sexual, violent or extremist/hateful content, I will not respond to it but I will talk to a trusted adult about it.
33. I know I can also **report unwanted sexual harassment or abuse from the school community** and get help at help@nspcc.org.uk or by calling 0800 136 663.
34. I don't have to keep a secret or do a dare or challenge just because someone (even a friend) tells me to - real friends don't put you under pressure to do things you don't want to.
35. It is illegal to view any form of pornography if you are under 18 years old; I will not attempt to do so and will report anyone who tries to trick me into doing so.
36. I can always say no online, end a chat or block someone; if I do, it's best to talk to someone, too.



37. I know who my trusted adults are at school, home and elsewhere, but if I know I can also get in touch with [Childline](#), [The Mix](#), or [The Samaritans](#).

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I have read and understand these rules and agree to them.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_