



CARFAX COLLEGE

ACCEPTABLE USE OF TECHNOLOGY POLICY FOR STUDENTS

Introduction

Digital technologies have become integral to the lives of 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, creativity, and 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 and will have good access to digital technologies to enhance their learning and will, in return, expect the *learners* to agree to be responsible users.

Acceptable Use Agreement

I understand that I must responsibly use school systems 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 college will monitor my use of the systems, devices and digital communications.
- I will be aware of “stranger danger” when communicating online.
- I will not disclose or share personal information about myself or others online (including names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details, etc.)
- If I arrange to meet people I have communicated with online offline, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material, messages, or anything that makes me feel uncomfortable when I see it online.



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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 (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school's systems or devices for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (e.g., YouTube) unless I have permission from a staff member.

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, and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I understand that the school allows students to use personal devices for self-regulation and that this privilege can be revoked if they are misused.
- If I do use my own devices in the school, I will follow the rules set out in this agreement in the same way as if I were using school equipment.
- I understand the risks and will not try to upload, download, or access any materials that are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programs or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will not stream videos using the 3G or 4G network.
- I will immediately report any damage or faults involving equipment or software; however, this may have happened.



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- 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 programs)
- I will not attempt to install or store programs of any type on any school device, nor will I try to alter computer settings.
- I will only use social media sites for the purposes of personal self-regulation and will not share them with other students.

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 check that the information 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.
- I will not view/read material that is violent, sexualised, offensive, upsetting or derogatory towards those with protected characteristics.

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

- 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 in 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.

Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the acceptable use agreement.



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Learner Acceptable Use Agreement Form

This form relates to the learner's 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.

I have read and understand the above and agree to follow these guidelines:

1. I use the school's systems and devices (both in and out of school)
2. I use my own devices in the school (only allowed during lunchtimes), e.g., mobile phones, gaming devices, USB devices, cameras etc.
 - I agree that structures will be implemented if any misuse of devices is discovered with agreement from parents and the College.
3. I use my own equipment out of the school in a way that is related to my being a member of this school, e.g. communicating with other members of the school, accessing school email, VLE, website, etc.

Name of Student:

Signed:

Date:

Name of Parent/Guardian:

Signed:

Date: