

Information Security: **Acceptable Use Policy (P5 - S6)**

This Acceptable Use Policy (AUP) 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 at risk
- That young people will have appropriate access to digital technologies to enhance their learning and pupils will, in return, be expected to agree to be responsible users.

AUP Policy Statement

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.

The requirements of this Policy apply whether I am using my own technology or technology provided by the School.

For my own personal safety:

- I understand that George Watson's College 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 (except with my parent(s)/carer(s)), nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online
- I will not use my School account or password for any other system or online services not managed by the School, i.e. personal email, storage, social media sites, online shopping sites, etc.

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

- I understand that George Watson's College systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have been given 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 try to access data files that do not belong to me
- I will not try to store personal photos, video images or music on the School system
- I will not store any material which is offensive, discriminatory, illegal or in any other way likely to cause upset or harm to others
- I understand the risks and will not try to upload, download or access, 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 not use George Watson's College systems or devices for non-educational purposes (e.g. online gaming).

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 will 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 George Watson's College:

- I understand that, if I do use my own devices in School, I will follow the rules set out in this Policy, 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 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 hardware or software, however this may have happened
- I will immediately report any information security issues to my teacher or to the IT Services department
- 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 will only use social media sites with permission and at the times that are allowed.

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 people.

When working with any data that could be used to identify others, I recognise that:

- I should ensure that it remains confidential at all times
- I should use Google Drive to store data I need to work on when away from School
- I should check that no data I have been working on is stored on any device before logging out
- I should use 'Empty the Download' and/or 'Trash' folders before logging off
- I should not copy any data directly onto my mobile device.

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

- I understand that George Watson's College also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this AUP, when I am out of School and where they involve my membership of the School community
- I understand that if I fail to comply with this AUP, I may be subject to disciplinary action. This may include loss of access to the School network/internet, detentions, suspensions, the School contacting my parents/carers and in the event of illegal activities, police involvement.

Please complete the attached Pupil Acceptable Use Policy - Agreement Form to show that you have read, understood and agree to the rules included in the Acceptable Use Policy. If you do not sign and return this agreement form, access will not be granted to School systems and devices.

Children at 13 years + must sign this form to agree to the rules included in the Acceptable Use Policy.

Parent (s)/Carer(s) for children under the age of 13 years must sign this on behalf of their child and confirm they have discussed the terms set out in this Policy with their child

Pupil Acceptable Use Policy (P5-S6 Pupils) - Agreement Form

This form relates to the pupil Acceptable Use Policy 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 Policy. If you do not sign and return this agreement, access will not be granted to School systems. I have read and understand the above and agree to follow these guidelines when:

- I use George Watson's College systems and devices (both in and out of School)
- I use my own devices in George Watson's College
- I use my own equipment outside of George Watson's College in a way that is related to me being a member of George Watson's College e.g. communicating with other members of the School, accessing School email, VLE, website etc.

Name of Pupil:

Form Class:

Signed:

Date:

We require your signature if your child is currently under the age of 13

Parent/ Carer Name:

Parent/ Carer Signed:

Date: