

Information Security: **Acceptable Use Policy (P1 - P4)**

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 the pupils will, in return, be expected 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 the School will monitor my use of the systems, devices and digital communications
- I will not disclose or share personal information about myself or others when on-line (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 on-line
- 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 the School systems and devices are for educational use and that I will not use them for other purposes unless I have been given permission
- 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 likely to cause upset or harm to others.

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 at all times when I communicate with others
- I will not take or distribute photographs 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 will immediately report any damage or faults involving hardware or software, however this may have happened
- I will not try to alter computer settings

- I will not use social media sites.

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
- When I am using the internet to find information, I should take care to check that the information that I access is accurate.

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

- I understand that if my actions are outside of this Acceptable Use Policy there may be consequences including loss of access to the School network / devices and parent/ carer involvement.

Please complete the next sections to show that you have read, understood and agree to the rules included in the AUP and that you have discussed this with your child. If you do not sign and return this agreement form, access may not be granted to School systems and devices for your child.

Pupil Acceptable Use Policy (P1 - P4 Pupils) Agreement Form

This form relates to the pupil Acceptable Use Policy, 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 form, access may 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

Name of Pupil:

Form Class:

Parent’s Name:

Parent / Carer Signed:

Date: