

**STUDENT  
ACCEPTABLE USE  
POLICY (AUP)**



RGS



## ACCEPTABLE USE POLICY (AUP)

### Newcastle upon Tyne Royal Grammar School

All users are responsible for good behaviour when using the school's equipment, network, email, internet and when using Office 365. All pupils are given access to these to support their work; email and Microsoft Teams is provided to allow appropriate communication with others. Please remember that access is a privilege, not a right, and that access requires responsibility. It is your responsibility to follow this AUP. Misuse of the AUP may result in suspension of network access or other information service privileges, and possible disciplinary action.

- To use technology with respect and maturity.
- To only print what is essential for school purposes, and ensure printing is double sided wherever possible.
- To be responsible for my behaviour and actions when using technology (Office 365 and other interactive applications), this includes the resources I access and the language I use.
- To make sure that all my communication with teachers or other pupils is responsible, sensible and polite.
- To use the internet only for school purposes.
- Not to use computing resources for any form of illegal activity, including, but not limited to, software and music piracy.
- To ensure that my passwords are kept secret and never allow anyone else to use them.
- To ensure that only I use my accounts, unless sharing a computer under direct instruction from a member of staff.
- To always log out of school devices after use and ensure devices are locked when left unattended.
- To only use my own login and password when using a computer, unless sharing a computer under direct instructions from a member of staff.
- To only use my RGS Office 365 account for school purposes.
- To only use age-appropriate applications.
- Not to deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to a teacher or the IDT support service desk ([it.support@rgs.newcastle.sch.uk](mailto:it.support@rgs.newcastle.sch.uk)).
- Not to download or run any executable files/programs from the internet unless explicitly instructed to by a member of staff.
- To only download files that are necessary for school purposes.
- To only use my school Office 365 account for communication in school, and not to use external email services such as Hotmail and Gmail.
- To only use my school Office 365 account for saving work and communicating for school purposes. Not to use external email services such as Hotmail and Gmail or other cloud based file sharing or storage applications such as Google Drive, Dropbox or iCloud.
- To use my school email address to sign up for 3rd party tools (e.g. websites or apps) for academic purposes. If you find a tool useful for schoolwork, speak to a member of teaching staff regarding its merits.
- Not to use social media in school unless as part of a lesson under direct instruction from a member of staff.
- Not to use any device to record or take photographs of any member of the school community without explicit permission from a member of staff.
- To report immediately to a member of staff and the IDT department service desk ([it.support@rgs.newcastle.sch.uk](mailto:it.support@rgs.newcastle.sch.uk)) any damage found to computing equipment.
- To respect others and their work, and not touch another person's device while they are using it (including the power button, keyboard, and mouse).
- To observe copyright laws and acknowledge sources of information.
- To report immediately to a teacher or the IDT department service desk ([it.support@rgs.newcastle.sch.uk](mailto:it.support@rgs.newcastle.sch.uk)) any concerns I have regarding e-safety (e.g. cyber bullying, unsuitable and/or illegal material, etc.)
- To report any suspect emails, phishing attempts or hacking attempts immediately to



- a teacher or the IDT department service desk ([it.support@rgs.newcastle.sch.uk](mailto:it.support@rgs.newcastle.sch.uk)).
- To report any blocks to my effective use of technology throughout the school day (including where a resource is not functioning correctly) to the IDT department service desk ([it.support@rgs.newcastle.sch.uk](mailto:it.support@rgs.newcastle.sch.uk)).
- To be mindful that while some of these resources are available to use around the clock, this does not mean it is entirely appropriate to use at any time. I will be mindful of the time of day I am sending messages and expecting responses (**7am until 7pm during school days are reasonable working hours**, do not expect a response outside of these hours).
- Not to create Teams without the permission and inclusion of a supervising member of staff. The school withholds the right to remove any groups it deems unsuitable or offensive.
- Not to use Virtual Private Networks (VPNs) to access the school network.

### **BYOD (Bring your Own Device)**

If students are given permission to use their own device to support their learning, users are required to adhere to the following,

When a personal device is used as a work tool to access the school systems and/or its data, the usual responsibilities apply. This includes security of the transfer of data between the personal device and the school system. The user takes full responsibility to safeguard data and the transfer of data. Students seeking to use data (in particular sensitive personal data) held on the school's databases and files must only access them via their RGS Office 365 or iSAMS account. **Staff and students should not store confidential information** on the device itself and only access such data remotely.

Further details about the school BYOD policy can be found here.

If there is anything in the above policy that you do not understand, please seek clarification from your Computing teacher or the IDT department service desk ([it.support@rgs.newcastle.sch.uk](mailto:it.support@rgs.newcastle.sch.uk)).

I understand that my use of computing resources including internet, Office 365 and school email will be automatically logged, including using keylogging software, and that the record of my use may be examined from time to time, and without notice, to ensure that I am making proper use of these resources and for the safeguarding of all members of the school community.

I also understand that any data storage space provided belongs to the school and that this may also be examined from time to time, and without notice, and inappropriate data deleted and reported.

This policy applies to all school-owned computing devices (desktop PCs, laptops, iPads, Surface devices), any device which is used to access the school network (including personal devices using Wi-Fi) and any other personal device in use on-site during the school day. You will be required to agree to this policy at the beginning of each academic year. Your form supervisor, class teacher (Junior School) or Computing teacher will explain how to do this

### **WHAT IF THINGS GO WRONG?**

#### **If I misbehave or make a poor choice:**

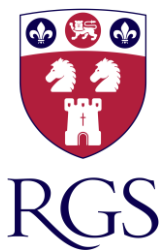
You must immediately report your error to your Form Supervisor or Head of Year who will deal with the issue during the next working school day.

#### **If someone's behaviour online upsets me:**

You must report this to whoever you feel most comfortable sharing this with: a teacher, Head of Year, parent, the SENSO anonymous reporting tool or Tootoot.

Try to keep a copy or screen shot of any communications that made you feel uncomfortable, was offensive, discriminatory, threatening or bullying in nature.

### **SANCTIONS RELATING TO USE OF TECHNOLOGY AND**



### **DEVICES:**

Any breaches of the AUP and the Student Behaviour Policy could lead to any of the usual sanctions to be applied. (see our Rewards & Sanctions Policy)

Click [here](#) to complete the acceptance form. By submitting the form you agreeing to adhere to the terms and conditions set out in the policy above.