

 <p>Mayfield</p>	Policy Name:      Acceptable Use of IT Policy (AUP) - Student
	Owner:             Director of IT / Senior Deputy Head
	Review Date: September 2024                                      Next Review date: August 2025
This policy will be revised as regulations or review demands.	

**Introduction**

At Mayfield School, we strongly support using the newest technology because it helps with learning, communication, and preparing students for life after school. The School also has a responsibility to protect students, staff and the School from misuse of the IT systems, and to promote safe and effective use of the technologies we provide access to. The School internet system has strong security filters and allows appropriate monitoring to safeguard the community.

This Acceptable Use Policy is intended to ensure that all students will be responsible users and stay safe while using the internet and other digital technologies for educational, personal, and recreational use. It is also to make sure that School systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

**This Acceptable Use Policy Agreement sets out the rules that you must adhere to when you use:**

- Mayfield School IT systems and devices (both in and out of school)
- Your own devices in school (e.g. mobile phones, tablets, laptops, USB devices, digital cameras, gaming devices etc.)
- Your own devices out of school to, for example, communicate with other members of the school, use School email, social media, forums, School-provided cloud services etc.

Please read this agreement carefully and ask your tutor, Mr Partington (Director of IT) or another member of staff, if there is anything in it you are not sure about. The teacher responsible for Online Safety is Mrs Stone (Head of Pastoral).

**If you do not sign this agreement, you will not be granted access to the School network and resources.**

## The Agreement

I understand that the Mayfield School Acceptable Use Policy Agreement will help keep me safe online at home and at school.

### **This Acceptable Use Policy (AUP) Agreement is intended to ensure:**

- that all students at Mayfield School 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 the safety of those using them at risk. Students will have access to digital technologies to enhance their learning and Mayfield School will, in return, expect the students to agree to be responsible users.

### **For my own personal safety:**

- I understand that Mayfield School, by law, has a responsibility to monitor my use of IT systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. The school may sometimes require you to use two-factor authentication when accessing school resources off-site to ensure your account is kept secure.
- 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, school details, financial details etc)
- I will immediately report any unpleasant, offensive or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- I understand that Mayfield School's internet filter is there to protect me and I will not try to bypass it, including using a VPN.
- I will make sure that my internet use is safe and legal and I am aware that online actions have offline consequences.
- I know I must always check my privacy settings are safe and private.

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

- I understand that Mayfield School devices are primarily intended for educational use and that I will not use them for personal or recreational use, such as internet shopping, unless I have permission, or it is out-of-school hours.
- I will not try 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 Mayfield School's internet service or devices for online gaming, file sharing, or video broadcasting unless I have permission from a member of staff to do so.

**I will act as I expect others to act toward me and:**

- I will not access or change other people's files, accounts, or information.
- 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 know that bullying in any form (online and offline) is not tolerated, and I know that technology should not be used for harassment.
- I will not take, screenshot, or distribute images of anyone without their permission.
- I will write emails and online messages carefully and politely as I know they could be forwarded or seen by someone I did not intend.
- I understand that it may be a criminal offence to download or share inappropriate pictures, videos, or other material online. I also understand that it is against the law to take, receive, save, or send indecent images of anyone under the age of 18.
- I will think before I post online: I know that text, photos, or videos can become public and very difficult and sometimes impossible to delete.

**I understand that Mayfield 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 only use my own personal devices (laptops / mobile phones / USB devices etc.) in lessons as instructed and allowed by my teachers.
- I understand the risks and will not try to upload, download, or access any materials that are illegal, offensive 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 immediately report any damage or faults involving equipment or software.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person or organisation who sent the email. Even if I know the sender, I will take care and not click on any links if something looks suspicious.
- I will not install or attempt to install or store programs of any type on any school device, nor will I try to alter computer/device settings.

**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 me.
- If I am making use of Artificial Intelligence technology (e.g. ChatGPT) in my school work, I will clearly reference where the content came from and where/how it was created.

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

- I understand that Mayfield 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 of the Mayfield School community.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action in line with the Mayfield School behaviour policy. This may 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.

**When using technology in school or when attending lessons remotely:**

- I will not record teacher audio or video presentations, nor will I take screenshots or photos of teachers, other students or anyone else taking part in a live or online lesson.
- For the purpose of live online lessons:
  - I understand that I must take part in lessons from somewhere appropriate at home with limited distractions and I must wear appropriate clothing.
  - I will ensure the backgrounds of videos are neutral/blurred and personal information/content is not visible.
  - I will be willing to participate in all class discussion activities. Although I understand that my teachers may mute my microphone on some occasions and in these cases, I will wait for them to unmute it rather than unmute it myself.
- I will not share or distribute any of the teacher presentations and online teaching resources.
- I will not edit any of the teaching resources made available except for my own personal use.
- If I am concerned about anything that takes place during remote learning, I will inform a trusted adult.
- I understand that I must behave online as I would in a classroom.
- I understand that inappropriate online behaviour or concerns about my safety during remote learning will be taken seriously. This could include not being able to access these lessons, parents/carers being informed or contact with the police if a criminal offence has been committed;
- I will only use the chat feature for work-related discussions.
- I understand that my parents/carers will be provided with a copy of this agreement.

A copy of this policy is available on the School website: [www.mayfieldgirls.org](http://www.mayfieldgirls.org).



### **Student Acceptable Use of IT Policy Agreement**

I have read and I understand the School's Student Acceptable Use of IT Policy Agreement. I shall adhere to this agreement when I use School systems and devices, my own devices in school and my own equipment out of school to communicate with other members of the School.

Print name: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

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

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