Aysgarth School

Acceptable Usage for Pupils (remote learning)

Reviewed: September 2025 and to be reviewed October 2026
Responsible Member of Staff: Jo MacLelland

Acceptable Usage Policy - Aysgarth School (remote learning)

(Reviewed September 2025)

This is the Acceptable Usage Policy (AUP) for Aysgarth School (remote learning). The purpose of this policy is to promote positive and responsible online classwork and internet behaviour, whilst learning away from the usual Aysgarth School environment.

Please read carefully and sign electronically to show you agree to these terms.

For pupils:

- I am responsible for any computer allocated to me. I will put it away, make sure it is charged and ensure that it is correctly used at all times.
- I will only use a school device with permission from a member of staff.
- I will only use the school systems for my school work unless a teacher, parent or guardian has given specific permission to do otherwise.
- I will only use my school email address when using email in a school situation.
- I will be careful when opening emails from people I don't know and I will ask an adult if I'm unsure whether to open it.
- I will not share my password.
- I will not access or edit other people's work or files unless they are shared with me for this specific purpose.
- I will make sure all my contact with other people at school is responsible. I will not cyberbully pupils or teachers. (see below for cyberbullying definition)
- I will use school messaging facilities appropriately, remembering that I must use suitable language.
- I will alert a teacher, my parents or guardians, if I suspect that I have been approached, online, by someone that I don't know or recognise.
- I won't look for or view unpleasant or inappropriate websites. I will check with a teacher, my parents or guardians if I think a website might be unsuitable.
- I won't give out my personal details, such as my name, address, school or phone number on the internet.
- I understand that meeting people in real life who I first met online is dangerous. If someone is asking to meet me in real life I will inform a teacher, my parents or guardians, immediately. I will not arrange to meet them by myself.
- If I think that a peer is using the school's IT systems incorrectly, I will speak to a teacher, my parents or guardians.
- I won't upload or download any pictures, writing or movies which might upset people or make other people think that the school is a bad place.
- I won't try to install software onto my device because it might have a virus on it and cause a lot of damage. Instead, I will ask a teacher, my parents or guardians for advice.
- I will be careful with keyboards, mice, headphones and all other equipment, and when turning a computer on or off.

- I know that everything I do on the computer at school is observed and recorded. I understand that the school can talk to my parents, or my parents to the school, if they are worried about my online safety.
- I understand that my access to the internet might not be as secure at home as it is at school. I will speak to a teacher, my parents or guardians if I am concerned if I have accessed unsuitable material or feel unsafe.
- Images (still or moving) of pupils, teachers, my parents or guardians will only be taken, stored and used for school purposes. I will only use images with permission.
- I will try to follow these rules all the time because I know they are designed to keep me safe.

SANCTIONS:

If there is a breach of this policy then sanctions will be implemented by the school this may result in me being removed from the remote learning programme.

For parents and guardians (to be signed electronically at the beginning of term):

- I agree to support and uphold the principles of this document in relation to my child, or any child in my care, and their use of the internet at home.
- I understand that my child's remote lessons and other sessions (including 1:1) could be observed, recorded and shared with their peers and external staff, as appropriate. When they have a 1:1 session, I know that other members of staff will be able to drop into the lesson via the pre-arranged portal being used for the session.
- I am aware that I am responsible for providing a device and the setting of controls that limit the content that is available through my Internet Provider. (If lessons are taking place away from the school premises)
- I agree to uphold the principles of this policy in relation to my own use of the internet, when that use is related to the school, employees of the school and other students at the school.

CYBERBULLYING – DEFINITION

Mr Bill Belsey, the creator of the website: www.cyberbullying.org defined this unpleasant and particularly intrusive phenomenon in the following terms:

"Cyberbullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others."

This means bullying through the use of communication technology, such as mobile phone text messages, emails or websites. The most common forms are:

- Sending threatening or abusive text messages or emails, personally or anonymously.
- Making insulting comments about someone or posting fake or obscene photographs of another person on a website, social networking site or blog.
- Making or sharing derogatory or embarrassing videos of someone via mobile phone or email.

Pupils should ensure that their use of computers or mobile phones and other electronic devices does not render them liable to the accusation of cyberbullying. Cyberbullying can have a significant impact on victims as a result of factors such as the invasion of personal space, the anonymity of the bully and the ability to broadcast upsetting messages and images rapidly to a potentially huge audience. A number of criminal offences can be committed in the course of cyberbullying, including harassment and using threatening, abusive or insulting behaviour.