

APPENDIX 1

Online Safety Policy - Acceptable Use Agreement: Students (2022)

- I will only use STAGS ICT systems in school, including the internet, e-mail, digital video, Chromebooks and mobile technologies for school purposes;
- When at school I will only use the school Wi-Fi to access the internet when using any type of personal device including a mobile phone;
- I will not download or install software on school technologies;
- I will only log onto the school network, other systems and resources with my provided personal username and password;
- Always check files brought in on removable media (such as CDs, and USB drives etc.) with antivirus software and only use them if they are found to be clean of viruses;
- I will follow the school's ICT security system and not reveal my passwords to anyone and change them regularly;
- I will only use my school email account when contacting members of staff or for educational purposes;
- I will make sure that all ICT communications with students, teachers or others are responsible and sensible;
- During a *snow day* or period of remote learning, when attending online lessons provided via Google Meet, I will ensure that I have protected my privacy by using a blank wall as my background, that I am appropriately dressed and any parents/carers or other family members in the room do not disrupt the learning taking place;
- I will be responsible for my behaviour when using the internet including my attendance at any online lessons provided via Google Meet. This includes resources I access and the language I use;
- I will not 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 my teacher;
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher;
- I will not record images/footage of other students or staff at school - or during enrichment - unless requested to do so by a member of staff for a project or NEA assignment
- I will ensure that my online activity, both in school and outside school, will not cause the school, staff, students or others distress or bring the school community into disrepute, including through uploads of images, video, sounds or texts;
- I will respect the privacy and ownership of others' work online at all times. I will respect copyright and intellectual property rights;
- I will not attempt to bypass the internet filtering system;
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers;
- If I bring a mobile phone and/or smartwatch to school, I am aware that I am responsible for it, and that it must be locked in my locker from 08:35am – 3.20pm; smartwatches must only be used for their time function during the school day;
- If my year group is part of the blended learning programme, I will make sure that I follow the [blended learning guidance](#) including only using my device when directed to by teachers;
- I will not sign up to online services until I am old enough to do so; I will not access - or upload content to - any social media forum at school (including TikTok, Instagram etc.)
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/carer may be contacted.

Name of Student: Form:

Student Signature:

Parent/Carer Signature: Date:

Please complete and return to your Form Tutor by Friday 7 October 2022

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