

**IT ACCEPTABLE USE POLICY
SECONDARY PUPILS AND PARENTS/CARERS**

Version	Review Date	Update
1.0	December 2015	Policy updated
2.0	August 2016	Policy updated ready for approval December 2017
3.0	April 2017	Policy reviewed
4.0	March 2018	New GDPR legislation due out in May – extension to validity period requested
5.0	April 2021	Policy reviewed

Policy Owner	Group IT Director
Policy Reviewer(s)	Group IT Director, Trust Improvement Partnership (ICT)
Policy Approver(s)	Operations Director
Policy Type	Trust
Distribution List	Secondary Headteachers Secondary Local Governing Body Clerks Secondary School Employees Secondary Parents/Carers Secondary Pupils
Display on Website	Trust
Display on Intranet	Yes
Related Document(s)	
Policy Effective From	01 September 2021

Review Frequency	Two years
Next Review	April 2023



Secondary School Acceptable Use Policy Statement (Version 5.0)

The Dean Trust promotes the use of technology in our schools as all pupils will need the skills and knowledge in whatever field of work they enter when they become an adult. We ensure that our Trust IT networks are robust and resilient and we do our utmost to ensure the safety of children when using it. It is important that pupils abide by their respective school rules when using technology in school and inform a member of staff immediately, if they become aware of any misuse or concern.

This is the Acceptable Use Policy (AUP) for our Trust Secondary Schools. It highlights the do's and do not's of using all technology in our schools and shows how we want pupils to behave when using IT. Any misuse will result in pupils being temporarily banned from using the school network.

Please read carefully and sign at the bottom to show you agree to these terms. If you do not sign and return this form you will not be able to use the IT systems in school.



Acceptable Use Policy (Version 5.0)

Please ensure you have read the following summary of the main points of the Trust's policies with regard to information security.

1. I will only use the school internet and network for my school work or when a teacher has given permission.
2. I will only use school internet, IT facilities and mobile technologies for educational purposes which follow the teachers' instructions. This includes email, video, messaging, video-conferencing, using software apps, social media, internet, file-saving and printing.
3. I will not look at or delete or amend other people's work or files.
4. I will treat all IT equipment at school with respect and ensure the computer or mobile device is left in the state that I found it.
5. I will not install software on school IT facilities due to the risk of damage being caused by malware or viruses. I will ask an ICT teacher or technician to install software if required.
6. I will only install software apps on mobile devices when directed to by a teacher. I will only use school-related information when registering for an app.
7. I will not share my network, internet or any other school-related passwords.
8. I will change my passwords when asked to and ensure that they have complexity e.g. Capital, lower case letters, numbers and symbols.
9. I will only use my school-supplied email address for school-related activities.
10. I will respect copyright when making use of images, videos or other media in my school work.
11. I will use and attribute 'Creative Commons' material as taught in ICT/e-safety lessons.
12. I will follow the school procedures when using removable media e.g. flash drives to ensure that I do not infect any machines.
13. I will not look for ways to bypass the school filtering, monitoring or proxy service.
14. I will not bypass the school filtering, monitoring or proxy service.
15. I will make sure all my contact with other people at school is responsible. I will not cyber bully pupils, teachers or other members of staff.
16. I will be responsible and polite when I talk online to pupils, teachers and other people related to the school, both in school-time and outside school-time.
17. I will not look for or look at unpleasant, unsuitable or extremist websites in school. I will check with a teacher if I think a website might be unsuitable.
18. I will not give out my personal details, such as my name, address, school or phone number on the internet.
19. I will not meet people I have met on the internet unless I have told my parents and they come with me.
20. I will not upload or download any pictures, writing or films which might upset people online or within the school.



21. I will not write unpleasant, rude or untrue comments online about pupils, teachers or other staff employed by the school.
22. I will not share inappropriate images or videos of other pupils on the school network or personal devices.
23. I am aware that everything I do on the computers at school is monitored and logged, and that the school can talk to my parents if a teacher is concerned about my online safety or my behaviour when using school computers.
24. I will not look for, view, upload or download offensive, illegal, copyright-infringing or pornographic material. If I find such material on school IT equipment I will inform a teacher immediately.
25. I understand that these rules are designed to keep me safe and that if they are not followed, sanctions may be applied and my parent/guardian may be contacted.

For Parents:

1. I agree to support and uphold the principles of this policy in relation to my child and their use of technology and the internet, at home and at school.
2. 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.
3. Images of pupils will only be taken, stored and used for school purposes in line with school policy. Images will only be used with explicit permission.

I have read the information security policy summary above and agree to comply with its contents and those of any other relevant policies of which the Trust may make me aware.

A copy of this statement will be retained by The Dean Trust.

Pupil Name	
Date of Birth	
School	
Signed (Pupil)	
Signed (Parent/Guardian)	
Name (Parent/Guardian)	
Date	