



NORWICH SCHOOL

Acceptable Use Agreement – Senior School Pupils

Technology has become integral to the lives of young people today, both within schools and in their lives outside schools. The internet and other digital information and communications technologies are powerful tools, which offer new opportunities. These technologies can stimulate discussion, creativity and awareness of context to promote effective learning. They also bring opportunities for pupils to be more creative and productive in their work. Pupils should have an entitlement to safe access to the internet and digital technologies.

This Acceptable Use Agreement is intended to ensure:

- that pupils 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 pupils are protected from accidental or deliberate misuse that could put the security of the systems, pupils and other users at risk.
- that pupils are protected from potential risk in their use of technology.

The school will ensure that pupils have good access to digital technology to enhance their work and learning opportunities and will, in return, expect pupils to agree to be responsible users.

By accepting this online agreement, I understand that I must use School systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other pupils or staff. I understand that this Acceptable Use Agreement applies not only to my work and use of school digital technology equipment in school, but also applies:

- when I use school systems and devices out of school
- when I use my own devices in school e.g. mobile phones, gaming devices, USB devices, cameras etc.
- when I use my own equipment out of school in a way that is related to me being a member of this school

Registration to use school IT provision implies, and is conditional upon, acceptance of this Acceptable Use Agreement, for which electronic acknowledgement of acceptance is required now and on each anniversary of acceptance thereafter.

- The lack of acceptance does not exempt a pupil from any obligation under this agreement.
- The continued use of the IT provision will be deemed to be acceptance by the user of the terms of this agreement.

Acceptable Use Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the 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. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take a known and trusted adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

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

- I understand that school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) 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 school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

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

- 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 will not take or distribute images of **anyone** without their permission.
- I must not send offensive, abusive or inappropriate messages via e-mail, Microsoft Teams or any other platform.
- Make offensive or inappropriate comments including bringing the school's name and reputation into disrepute on any forum/platform, such as social media sites (whether using a school device or not) where a connection between the user and Norwich School can reasonably be made.

I recognise that the 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 (mobile phones/USB devices etc.) in school if I have permission. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- If I register any of my personal devices with 'Azure Active Directory', including home PC's, I understand that the school will install 'Microsoft Defender services' and monitor such devices for malware, viruses or any other endpoint security threats.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes 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; however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will only use social media sites with permission.

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.
- I will not utilise ChatGPT or any other AI solution to produce school related work or in any way in which such solutions will improve my grades.

When I use Artificial Intelligence (AI) tools, I understand that:

- AI tools should be used responsibly and ethically, and primarily for educational purposes.
- I am aware of the capabilities and limitations of AI tools and seek appropriate guidance when necessary.
- I should respect the confidentiality and privacy settings of AI applications.
- AI tools should not be used for creating, distributing, or promoting inappropriate, offensive, or illegal material.

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

- I understand that the 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 school community (examples would be online-bullying, use of images or personal information).
- I will not access "inappropriate" websites, such as those deemed to be offensive, indecent or containing abusive material- some internet pages are illegal and may be subject to criminal proceedings.
- I agree that I will not possess, create, or share indecent images or video and will not ask other pupils for indecent images, video or material.
- I understand that if I fail to comply with this responsible use agreement, my access to IT systems may be revoked, I may be subject to sanctions and in the event of criminal/ illegal activities, the involvement of the police.