

The Holt School

Student Acceptable Use Policy

The Holt school understands the benefits technology can have on enhancing the curriculum and your learning; however, we must ensure that you respect school property and use technology appropriately. To achieve this, we have created this acceptable use agreement which outlines the rules that must be followed whilst using technology on the school site. This agreement also applies to the use of personal devices on school premises and if accessing the school Wi-Fi network.

Please read the document carefully and tick the box to confirm that you have read, understood and agree to the terms of the Acceptable Use Policy.

1. Using technology in school

- I will only use IT systems, e.g. computers, laptops and tablets, which my classroom teacher has given me permission to use.
- I will only use the approved email account that has been provided to me by the school.
- I will not store or use any personal data relating to a student or staff member for non-school related activities.
- I will delete any chain letters, spam, and other emails from unknown senders without opening them.
- I will not share my passwords, e.g. to my school email address, with anyone.
- My password must be secure and changed regularly
- I will adhere to the e-safety guidelines I have been taught.
- I will only use the school's IT facilities to:
 - Complete homework and coursework, and to prepare for lessons and exams.
 - Undertake revision and research.
 - Gather or process information for extra-curricular activities e.g. planning a charity event.
- I will not infringe copyright laws. All work completed will be my own and any websites used in my work will be referenced. I will acknowledge the source if I have reworded or summarised another person's work.

Mobile devices

- I will use school-owned mobile devices, e.g. laptops and tablets, for educational purposes only.
- I will only use personal mobile devices during break and lunchtimes
- I will ensure that my mobile device is either switched off or set to silent mode during school hours

- I will not use any mobile devices to take or record pictures of fellow students unless I have their consent.
- I will not use any mobile devices to send inappropriate messages, images or recordings.
- I will ensure that personal and school-owned mobile devices do not contain any inappropriate or illegal content.
- I will not take or store images or videos of staff members on any mobile device, regardless of whether or not it is school-owned.

2. Social media

- I will not use any school-owned mobile devices to access personal social networking platforms.
- I will not communicate or attempt to communicate with any staff members over personal social networking platforms.
- I will ensure that I apply the necessary privacy settings to any social networking sites.
- I will not publish any comments or posts about the school on any social networking platforms which may affect the school's reputation.
- I will not post any material online that:
 - Is offensive
 - Is private or sensitive
 - Infringes copyright laws e.g. downloading music illegally
 - Damages the school's reputation
 - Is an image or video of any staff, parent or non-consenting student

3. Reporting misuse

- I will ensure that I report any misuse or breaches of this agreement to my Head of Year.
- I understand that my use of school systems and all internet usage will be monitored by the school, including my Head of Year and the Designated Safeguarding Lead (DSL) and recognise there are consequences in line with the school behaviour for learning policy if I breach the terms of this agreement. Some examples are displayed below:

Visiting sites not permitted by the teacher – yellow behaviour/ orange behaviour

Downloading music illegally – this is theft – red behaviour

Hacking into a private user area – this is forced entry – red behaviour

Sending/Forwarding nasty emails – this is abuse to students and staff – red behaviour

Uploading photos against the wishes of anyone in them – red behaviour

Writing/forwarding anonymous messages and chain letters – this could be bullying – red behaviour

Using mobile phone and social networking sites inappropriately during lessons –

Phone/handheld device will be confiscated and parent/carer may need to collect