

Appendix 2: Pupils 11+

Acceptable use of the Trust's ICT facilities and the internet: agreement for students aged 11+

By logging on to, accessing or using any of the Trust's ICT facilities or accounts, you are automatically agreeing to and accepting the terms of this Acceptable Use Policy.

The Agreement

I understand that I must use school devices and systems in a responsible way and that this agreement will help keep me safe when I am online at home and at school.

This Acceptable Use Agreement is intended to ensure:

- that all pupils at Westlands Secondary School 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 users are protected from accidental or deliberate misuse that could put the security of the systems and the safety of those using them at risk. Pupils will have good access to digital technologies to enhance their learning and Westlands Secondary School will, in return, expect the pupils to agree to be responsible users.

For my own personal safety:

- I understand that Westlands Secondary 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 will be aware of the risks of communicating with others online, and in particular those who I have only met online.
- 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, where I go to school or information about my money)
- I understand the risks associated with meeting someone offline that I have only communicated with online and will not do this without speaking to a trusted adult.
- I will immediately report any unpleasant, offensive or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- I understand that Westlands Secondary School internet filter is there to protect me, and I will not try to bypass it.
- I will make sure that my internet use is safe and legal, and I am aware that some online actions can have real life consequences.
- I know I must always check my privacy settings are safe and private.

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

- I understand that Westlands Secondary School 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 use Westlands Secondary School systems or devices for on-line gaming, 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 and:

- I will not access or change other people's files, accounts, or information.
- 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 know that bullying in any form (on and offline) is not tolerated and I know that technology should not be used for harassment.
- I will not take or distribute images of anyone without their permission.
- I will write emails and online messages carefully and politely as I know they could be forwarded or seen by someone I did not intend.
- I understand that it may be a criminal offence or breach of Westlands Secondary School policy to download or share inappropriate pictures, videos, or other material online. I also understand that it is against the law to take, receive, save or send indecent images of anyone under the age of 18.
- I will always think before I post online. I know that text, photos or videos can become public and very difficult and sometimes impossible to delete.
- I understand that Westlands Secondary School has a responsibility to keep the technology it offers me safe and secure.
- 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 email (due to the risk of the attachment containing viruses or other harmful programmes). Even if I know the sender, I will take care and not click on any links if something looks suspicious.
- 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/device settings.

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.
- When using AI, I will do so within the rules agreed by my school.

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

- I understand that Westlands Secondary 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, e.g. if my behaviour online poses a threat or causes harm to another pupil and/or could have repercussions for the orderly running of the school then I understand that the school can take action against me.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action in line with the school's behaviour policy. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

School:

Name:

Signed:

Date: