

Acceptable Use Policy (AUP)

St Laurence School recognises that digital technologies, including a range of devices and the internet, have become integral to the lives of young people, both within and outside the school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity, stimulate and promote effective learning.

However, we also recognise that schools are places where students learn social skills through face to face conversations; because of this, the use of mobile phones (and similar) is restricted to within the classroom, during lessons under the guidance and with the express permission of the teacher. See Mobile Device Policy for further details.

These acceptable use guidelines are intended to ensure that:

- young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use
- school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk. For my own personal safety

1. I understand that the school will monitor my use of the systems, devices and digital communications.
2. I will keep my username, password or passcode safe and secure – I will not share it, nor will I try to use any other person's username, password or passcode. I understand that I should not write down or store a password/passcode where it is possible that someone may steal it.
3. 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.)
4. 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 an adult with me.
5. I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
6. I will not plug in my personal device into an electrical socket in school.

To ensure fair usage:

1. I understand that the 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.
2. 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.
3. I will not use the 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.

Respecting others

1. 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.

2. 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.
3. I will not engage in cyber-bullying, including sending inappropriate text messages or posts on social media that are likely to offend or upset others.
4. I will not take or distribute images of anyone without their permission.

Maintaining the security and integrity of IT systems

1. I will only use my own personal devices 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.
2. 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 programs or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials. This includes material of a terrorist or extremist nature.
3. I will immediately report any damage or faults involving equipment or software; however this may have happened.
4. 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 programs)
5. I will not install or attempt to install or store programs of any type on any school device, nor will I try to alter computer settings.
6. I will only use social media sites with permission.
7. I will not use virtual private network or proxy servers to bypass school filtering systems, or allow others, including my parents to access my device on the school network.
8. I will only use my own login credentials to access school systems. If I become aware of another user's password/passcode I will inform a teacher.

Plagiarism, copyright and trustworthiness of information

1. I will not engage in plagiarism. This is defined as taking someone else's work or ideas and passing them off as my own. This includes, but is not limited to, copying from the internet or textbook without referencing the source or copying work from another person and submitting it as my own.
2. I understand that if I commit plagiarism I may incur penalties from the examination bodies, which include loss of marks, loss of a single qualification or loss of all my qualifications.
3. Where original works are protected by copyright, I will not try to download copies without permission.
4. 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.

Sanctions:

Violations of the above rules will result in either a temporary or permanent ban of Internet and/or network use, ranging from a 1-week internet ban, to total network privileges removed. Serious offences will be addressed as

required in line with the School's Behaviour Policy. Tablet computers and other mobile devices will be allowed in lessons where appropriate under the School's Mobile Device Policy.

You are reminded that you are always subjected to the Data Protection Act 2018, Computer Misuse Act 1990 and Copyright, Designs and Patents Act 1988.

The School reserves the right to seek remuneration from parents of students who cause malicious damage to ICT equipment.