

## **Appendix D - Acceptable Use of Technology Policy for Key Stage 3-5 Students**

We ask all young people and adults to sign an Acceptable Use of Technology Policy, which is a document that outlines who we expect them to behave when they are online and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on the academy site and outside).

We understand the importance of children and young people being able to use the internet for education and personal development. This includes social media platforms, games and apps. We aim to support children and young people in making use of these in our work. However, we also recognise that safeguards need to be in place to ensure children are kept safe at all times. Ensuring student safety online is a partnership between the student, their parents/carers and school and all have a role to play in it and need to work together.

This agreement is part of our overarching code of behaviour for children and young people and staff and volunteers. It also fits with our overarching online safety policy. If you would like to know more about this, please speak to your tutor or classroom teacher.

More information about online safety for parents is available from

- <https://www.ceop.police.uk/safety-centre/>
- <https://www.thinkuknow.co.uk/>
- <https://educateagainsthate.com/parents/>
- <https://nationalonlinesafety.com/guides>
- <https://www.nspcc.org.uk/keeping-children-safe/online-safety/>
- <https://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety sexting>
- <https://www.internetmatters.org/>
- <https://www.net-aware.org.uk/>
- <https://www.childnet.com/resources/>

Websites such as TikTok, Facebook, etc. are 13+ and YouTube is 13+ and 11+ with parental permission. Please find out more about this at <https://nationalonlinesafety.com/guides>.

Please be aware that staff may direct students between the ages of 11 and 13 to YouTube videos for the purposes of learning. These will be age appropriate in content and by signing this agreement you are giving parental permissions for this.

More information about online safety for children and young people is available from

- <https://www.thinkuknow.co.uk/>
- <https://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/>
- <https://www.ceop.police.uk/safety-centre>

**Students:** please read the following agreement and discuss it with your parents/carers.

**Parents/carers:** please read and discuss this agreement with your child and then sign it, ask your child to sign it. If you have any questions or concerns please speak to Miss Elizabeth James – Vice Principal.

### **Young person's agreement**

1. I will treat myself and others with respect at all times. When I am online or using any device I will treat everyone as if I were talking to them face to face.
2. I will be responsible for my behaviour when using the internet, including social media platforms, games and apps. This includes the resources I access; the language I use and the information I share.
3. I will try to be positive and creative to learn and share, and develop new skills, and to have fun. I will make sure my use of technology does not harm anyone else.
4. I will only access age appropriate websites, social media platforms, games and apps that are for school use.
5. I will not download copyrighted material (e.g. music, text, video etc.).
6. It can be hard to stop using technology sometimes. I will try to use it in moderation and not let it affect other areas of my life (such as sleep).
7. I will consider my online reputation with everything I post and share – I know anything I do can be shared and might stay online forever (even if I delete it).
8. I will not deliberately browse, download or upload material that could be considered offensive or illegal. This includes sites that encourage hate or discrimination. If I accidentally come across any such material I will report it immediately to the school. If I am not in school I will inform my parent/carer.
9. I will not send anyone material that could be considered threatening, bullying, offensive or illegal. Cyber bullying (along with all bullying) will be taken extremely seriously.
10. I will never take secret video, photos or recordings of teachers or students, including during remote learning.
11. I will not give out any personal information online, such as my name, phone number or address.
12. I will not reveal my login, ID's or passwords to anyone and change them regularly. If someone else knows my passwords I will tell a teacher.
13. I will not arrange a face-to-face meeting with someone I meet online unless I have discussed this with my parents/carers and am accompanied by a trusted adult.
14. If I am concerned or upset about anything I see on the internet or any messages that I receive, I know I can talk to a trusted adult. In school this might be Mrs Toye or Mr Scott.
15. I understand that my internet use at Corby Technical School will be monitored and logged and can be made available to the school.
16. I will not try to bypass online security in any or access any hacking files or tools. This is a criminal activity.
17. I will only access my own documents and files and not try to view, change or delete other people's files or user areas without their permission.
18. When learning remotely using Teams, teachers and staff will not behave any differently to when we are in school. I will do the same.
19. I will only use personal devices in school if I have permission to do so.
20. I understand that it is illegal to possess, distribute, show and make indecent images of children, this includes printing and viewing or 'downloading'. I understand that staff can search for and, if necessary, delete inappropriate images or files on pupils' electronic devices, including mobile phones, iPads and other tablet devices, where they believe there is a 'good reason' to do so.
21. I understand that the computer systems are recording the keystrokes that I am typing. This will be reported to an adult if it is not safe.

22. I understand that 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 the work of others may not be truthful and may be a deliberate attempt to mislead me.

### **Online Learning (Microsoft Teams)**

Brooke Weston Trust and Corby Technical School uses Microsoft Teams as the learning platform providing communication to staff classes and student groups.

I agree that:

- I will use Microsoft Teams and other authorised websites (for example Sparx, Educake, GCSE Pod) to complete learning activities.
- I will ensure that all work uploaded or files sent will be appropriate.
- I will only use the chat function to contact my teacher if I need help with the work set. If this is required I understand that this needs to be appropriate.
- I will limit the use of the chat functionality with other students, and when used will make sure that it is appropriate as records are kept of all chats.
- I will not use the video functionality. If needed, and requested to by a member of staff, I can activate my microphone to talk, but must be appropriate.
- I understand that lessons/video communication is recorded for safety.

***I understand that these rules are designed to keep me safe and that if I choose not to follow them, school staff may contact my parents/carers.***