



## 1 Aims of agreement

This acceptable use agreement is intended:

- to ensure that learners will have good access to devices and online content, be responsible users and stay safe while using digital technologies for educational, personal and recreational use
- to help learners understand good online behaviours that they can use in school, but also outside school
- to protect school devices and networks from accidental or deliberate misuse that could put the security of the systems and users at risk.

## 2 Acceptable Use Agreement

I agree to use the school's digital systems responsibly to protect my safety, the security of the school systems, and others.

### **Personal Safety**

- The school will monitor my use of its digital systems, devices, and communications
- I will keep my usernames and passwords secure and private. If compromised, I will report or change them immediately
- I will only share personal information, like my name or address, when absolutely necessary and with permission
- I will be cautious when meeting online contacts in person, only doing so with a trusted adult in a public place
- I will take responsibility for my actions online, using tools like blocking or ending chats if needed
- I will share images of myself or others only when it is safe and will ensure the images are appropriate and respectful
- I will only take or share images of myself, or others, when fully dressed. I understand that sharing nude or semi-nude content can cause distress, may be illegal and could lead to prosecution / criminal records
- I will report harmful or unpleasant material, messages, or anything that worries or upsets me to a trusted adult

### **Respecting Others' Work and Information**

- I will seek permission before using or adapting someone else's work
- I will verify information I find online, as it may not always be accurate or truthful

- I will only use Artificial Intelligence (AI) tools approved by the school and ensure my use is ethical, legal, and transparent
- I will fact-check and critically evaluate AI-generated content for accuracy, bias, and discrimination before sharing or publishing
- I will avoid downloading or using copyrighted or protected materials without proper permissions.

### **Responsible Online Behaviour**

- 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 bully, harass, threaten, upset or make fun of others
- I will only use platforms or software approved by the school and will not attempt to bypass the filtering/security systems in place. If I become aware of any such attempts, I will report this to a trusted adult
- I understand cybersecurity poses a risk to both me, other learners and the school and will ensure I take precautions before accessing emails, messages or links. I will check with trusted adults if I have any such concerns
- I will immediately report any damage, faults or failings involving equipment or software, however this may have happened
- I will follow the age requirements for social media, apps, and tools
- I will balance my online and offline activities to promote a healthy lifestyle
- I understand that some online behaviours might be regarded, by some, as fun but can have serious consequences – this might include taking (or sharing) images/videos of staff, fights, learners in embarrassing situations or the setting up of fake accounts
- I will protect my online reputation and that of the school, its staff, and other learners
- I will ensure my behaviour reflects positively on the school, both in and out of school settings.

### **Consequences of Misuse**

- I understand that failing to follow this agreement may lead to consequences, including loss of access to the school's systems, suspensions, contacting parents/carers, or involvement of the police (this will apply in all cases where a law has been broken)

By following these guidelines, I will contribute to a safe, respectful, and productive online environment.

I have read and understand the above and agree to follow these guidelines when:

- I use the school's systems and devices (both in and out of school)
- I use my own devices in the school (when allowed)
- I use digital technologies out of the school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, website etc.

### 3 Pupil signature

Name of pupil	
Form	
Signature	
Date	

### 4 Parent/carers countersignature

Name of pupil	
Form	
Signature	
Date	

