Student Acceptable Use Policy

The Designated Safeguarding Leader and Online Safety Coordinator is Mr. Sancto

The Royal Harbour Academy

- I know that school computers and Internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I'm not sure if something is allowed then I will ask a member of staff.
- I know that my use of school computers/devices and Internet access will be monitored.
- I will keep my password safe and private as my privacy, school work and safety must be protected.
- 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 know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place, with a trusted adult present.
- I know that bullying in any form (on and off line) is not tolerated and I know that technology should not be used for harassment.
- I *will not* deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.
- I understand that it may be a criminal offence or breach of the school policy to download or share inappropriate pictures, videos or other material online. I also understand that it is against the law to take, save or send indecent images of anyone under the age of 18 and will visit www.thinkuknow.co.uk
- I will protect my personal information online at all times.
- I *will not* access or change other people files, accounts or information.
  I will only use my personal device/mobile phone in school if I have permission from a teacher.
- I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources
- I will always check that any information I use online is reliable and accurate
- I will make sure that my internet use is safe and legal and I am aware that online actions have offline consequences.
- I will only change the settings on the computer if a teacher/technician has allowed me to
- I know that use of the schools ICT system for personal financial gain, gambling, political purposes or advertising is not allowed.
- I understand that the school's Internet filter is there to protect me, and I will not try to bypass it.
- I know that if the school suspect that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices.
- If I am aware of anyone trying to misuse technology then I will report it to a member of staff
- I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared or uncomfortable.
- I will visit www.thinkuknow.co.uk www.childnet.com and www.childline.org.uk to find out more about keeping safe online.
- I have read and talked about these rules with my parents/carers

I have read and understood the Acceptable Use Policy:

Student Name: ……………………………… Signature: ……………………….. Date: ………….

Parents and Carers:

- I understand that my child needs a safe and appropriate place to access remote learning if the school is closed in response to Covid19. I will ensure my child's access to remote learning is appropriately supervised. When accessing video learning I will ensure they are in an appropriate location (e.g. not in bed) and that they are suitably dressed.

I have read and understood the Acceptable Use Policy:

Parent/Carer Name: …………………………….   **Signature: …………………………..**   **Date: …………..**