

Pupil Acceptable Use Agreement for ICT, Mobile Phones and Other Devices

Our aim is that you always use ICT in a way that keeps you safe now and in the future, that shows respect for others, and that your digital footprint is a positive one. This acceptable use agreement applies to your use of the school's ICT equipment and network. It also applies to the use of any personal device, whether in or out of school, when used in a way that impacts on other members of our community.

This document is available on the school's website and is regularly updated. You will be required to electronically sign this document each academic year.

Use of systems and equipment

- I understand the school can and does monitor the use of its network, including the internet and email, and that my activity may be reviewed by school staff. This includes internet activity on my personal device whilst joined to the school wifi.
- I will not attempt to circumvent the school's filtering and security restrictions in any way, including, but not limited to using a proxy server, or VPN.
- I will not access any school networks or systems which I have not been given permission to access. If I am not sure, I will ask a member of the IT team before I access the area.
- If I choose to connect to a school wifi network I will only use the LGST-Pupil wifi.
- I will not share my logon details with others, nor will I use someone else's account.
- I will only use ICT systems in school for school purposes and will not attempt to modify any school ICT equipment.
- For pupils in Year 11 and below – I will not use my phone or other device during the school day without the express permission of a teacher.
- For pupils in Years 12 and 13 – I will only access my mobile phone in designated Sixth Form areas or with the permission of my teacher.
- I will not use my phone or other device to take photos, voice recordings or video recordings of other pupils or staff without the explicit permission of those to be recorded.
- I will save important work to my OneDrive account or SharePoint, because these areas are automatically backed-up and so work will not be lost.
- I know that my use of computers is subject to the Computer Misuse Act (1990) which means I must use computers and systems lawfully and without causing deliberate damage.

My personal conduct

- I will not do, write, or publish anything that would bring me or the school into disrepute. I will not be obscene either in the words that I use or the content that I view or share. This

includes material that is violent, adult in nature, or offends against any protected characteristic.

- I will not share content that puts me, or anyone else at risk in any way, this includes revealing passwords, personal details, photos or my location. I will tell an adult should someone ask me for these details.
- I will never use my device to bully or upset anyone and will report any bullying that I come across.
- If I encounter content on the network or internet which I think may be inappropriate or unsafe then I will notify an adult.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions may be applied. I understand that irresponsible use may result in the loss of my access to school ICT facilities.
- If I bring a phone or other device into school I will ensure that it is kept safe at all times, either with me, or locked in a school locker. I understand that devices left unattended around the school can easily go missing and there is little that the school can do about this.
- I will only bring my phone or other device into school with my parents' permission, asking them to decide whether it should be covered under their home insurance policy.

Plagiarism

Plagiarism is the copying or close imitation of the work of another (pupil or author/website/AI platform) and pretending it is your own original work. This is something we do not allow at LGS because it is dishonest and regarded as cheating. We will discuss plagiarism at various points in your time at LGS, including during your introduction to the Library, in Life Education and during some English lessons.

One form of plagiarism involves the use of Generative Artificial Intelligence (such as Chat GPT or Microsoft Copilot). You should therefore agree that:

- I will not use the network, internet or any generative AI tool to obtain or create work for me which I then present as my own work.
- I will only use a generative AI tool where a teacher has given permission for me to do so, and I will not submit inappropriate prompts when doing so. I will not share my personal details, or those of other people, when using a generative AI tool.
- Where any resource (printed or electronic (including Generative AI)) is used or quoted within my work I will acknowledge it appropriately, as I understand that this may otherwise be plagiarism.
- I understand that plagiarism is likely to lead to sanctions, which may be severe in the case of work which contributes towards a qualification such as a GCSE or A-level (and might lead to disqualification from one or more qualifications).