

## **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 in school, even when not connected to the school network.

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.
- 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 areas of the school network which are not designed for pupil use. 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 school work to my OneDrive account, so it is automatically backed-up.

### **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. 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.
- 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.

- If I bring a phone or other device into school I will ask my parents to make sure this is covered under their home insurance.