



ST EDMUND'S SCHOOL

CANTERBURY

Pupil Acceptable Use of ICT: Code of Conduct

PUPIL NAME (please write your name in block capitals): _____

These E-Safety Rules aim to protect you as pupils and the School by describing acceptable and unacceptable computer use.

Read them carefully:

The School owns the computer network and can set rules for its use. The School may exercise its right to monitor the use of the School's computer systems, including access to web-sites, the interception of email and the deletion of inappropriate materials where it believes unauthorised use of the School's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

It is a serious offence to use a computer or network for a purpose not permitted by the School.

Irresponsible use may result in a pupil losing their network or Internet access or, in some cases, a more serious disciplinary response.

Network and internet access must only be made via the user's authorised account and password, which must not be given to any other person.

The internet can be a dangerous place. Pupils must take care not to reveal personal information through email, personal publishing, blogs or messaging. If you are contacted by someone that you do not know on the internet, you must contact the School E Safety Co-ordinator (Mr Underwood – rpu@stedmunds.org.uk).

Never arrange to meet someone that you have met online and always tell an adult if any meeting is suggested to you.



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Pupil Agreement

I understand that the St Edmund's School Acceptable Use Policy will help keep me safe and happy online at home and at school.

- I know that St Edmund's School computers, tablets, laptops, and internet access have been provided to help me with my learning and that other use of technology may not be allowed. If I am not sure if something is allowed, I will ask a member of staff.
- I know that my use of St Edmund's School computers and devices, systems and on-site internet access will be monitored to keep me safe and ensure policy compliance.
- I will keep my password safe and private as my privacy, school work and safety must be protected.
- If I need to learn online at home, I will follow the St Edmund's School remote learning guidance.
- 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 will only use social media sites with permission and at the times that are allowed by the school.
- **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 offline) 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 St Edmund's School community.
- I understand that it may be a criminal offence or a breach of the St Edmund's School policy to download or share inappropriate pictures, videos, or other material online. I understand that it is against the law to take, save or send nude or semi-nude images or videos of anyone under the age of 18.
- I will protect my personal information online.
- I will not access or change other people files, accounts, or information.
- I will only upload appropriate pictures or videos of others online and when I have permission.
- Pupils may bring their own electronic devices (mobiles, tablets) to School but they can only be used in strict accordance with the rules above.
- I understand that mobile phones and personal devices will not be used during lesson times or in public places within the school during the working day, except as an approved and directed curriculum-based activity with the consent of, and under the supervision of, a teacher. In the Junior School, pupils' mobiles may not be switched on at all between 830am and 420pm.
- I understand that the Bluetooth function of a mobile phone and other telecommunications such as 4G and 5G should be switched off at all times and not used to send images or files to other mobile phones.



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- I accept that electronic devices, including mobile phones, of all kinds that are brought into school are the responsibility of the user. The school accepts no responsibility for the loss, theft or damage of such items.
- I accept that mobile phones and personal devices are not permitted to be used at in areas within the school such as changing rooms, toilets and swimming pools.
- If a pupil breaches the school policy then the phone or device will be confiscated.
- I accept that Phones and devices must not be taken into internal or external examinations and that pupils found in possession of a banned device during an external examination will be reported to the appropriate examining body.
- 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 know it can be a criminal offence to gain unauthorised access to systems ('hacking'), make, supply or obtain malware or send threatening and offensive messages.
- I will only change the settings on the computer if a teacher/technician has allowed me to.
- I know that use of the St Edmund's School ICT system for personal financial gain, gambling, political purposes, or advertising is not allowed.
- I understand that the St Edmund's School internet filter is there to protect me, and I will not try to bypass it.
- I know that if the St Edmund's School suspect that I am behaving inappropriately with technology, then enhanced monitoring approaches may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices.
- I know that if I do not follow the St Edmund's School AUP then I may face serious disciplinary sanctions in accordance with the School's Behaviour Management policy.
- If I am aware of anyone trying to misuse technology, 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, understood and agree to abide by these rules outlined in this Code of Conduct.

Signed _____

Print name _____

Date _____