



BROMSGROVE PREPARATORY SCHOOL

YEARS 7 & 8 PUPIL RESPONSIBLE USAGE POLICY

ONLINE BEHAVIOUR, SCHOOL NETWORK AND USE OF DEVICES

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

- **RESPECTING OTHERS AND CYBERBULLYING:** I understand that the School does not tolerate bullying or cyberbullying in any form, whether inside or outside of school. I understand that I am responsible for my online actions and I will:
 - behave in a manner that respects myself, other students, staff and the school
 - be polite and responsible when I communicate and talk with others and not use mean or inappropriate language
 - respect other people's opinions and views
 - act responsibly if I use social media, including the use of images and video.
 - not take or send images of anyone without their permission (including students and staff).
- **SCHOOL NETWORK:** In order to maintain the security and integrity of the network, I will not:
 - use any programmes, services or other means that might allow me to try and bypass the filtering or security systems.
 - try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others.
 - try (unless I have permission) to make large downloads or uploads, as this may interfere with others ability to use the network
 - use the school network for file sharing, or video broadcasting unless I have permission of a member of staff to do so.
 - use and try to access accounts of other network users, like my classmates, or allow others to access mine
 - install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

It is a good idea not open any hyperlinks or attachments in emails, unless you know and trust the person who sent the email. If you have any concerns about an email, do not open it.

- **SCHOOL TECHNOLOGY:** I understand that, during the school day, the school systems and devices are intended for educational use. I will always ask for permission if I want to use them for personal or recreational reasons. I will only use my own personal devices in school if I have permission and will follow the rules set out in this agreement.

- **MONITORING:** I understand that the school has an obligation to safeguard my welfare, health and safety and, as such, that the school will monitor my use of the school internet and devices.
- **REPORTING:** I will immediately report any unpleasant or inappropriate material or messages or anything that upsets me or makes me feel uncomfortable when I see it online. I will immediately report any damage or faults involving equipment or software, however this may have happened.
- **GUIDELINES:** I have the recommendations for 'staying safe online' and I will adopt these wherever relevant.

DIGITAL TECHNOLOGY AND THE LAW

- **SOCIAL MEDIA:** I understand that I need to be at least thirteen years old to have an account on many social media websites.
- **NUDE AND SEMI-NUDE IMAGES:** I understand that I should not take, make, share or possess naked or sexy pictures of myself to others as it is against the law. I will tell a trusted adult or a teacher if I receive an image like this or if I see something that upsets me.
- **COPYRIGHT:** I will ensure that I have permission to use the original work of others in my own work. I understand that it is illegal to download songs, games and films without permission from the copyright holder. I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- **GAMBLING:** I will not use the school systems or devices for online gambling.

STUDENT ACCEPTABLE USE AGREEMENT

Please sign digitally or complete the sections below to show that you have read, understood and agree to these rules. You will need to sign and return this agreement in order to have access to school ICT systems. If you break any of these rules on purpose, including cyberbullying, then this may result in a sanction or disciplinary action.

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

- school systems and devices (both in and out of school)
- my own devices in the school (when allowed) or in any boarding house (if a boarder)
- my own equipment out of the school in a way that is related to me being a member of this school, such as communicating with other members of the school, accessing school email, school website.

Please complete the following form

<https://forms.office.com/r/kNPCpU2VA4>

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