Oakmoor School Student IT and Network Acceptable Use Policy

I understand that the Oakmoor School Acceptable Use Policy will help to keep me safe and happy online at school and at home.

This policy describes acceptable behaviour when using any device at the school including students own devices, brought in at their own risk.

Whilst the use of IT is a valuable educational resource it remains a privilege, not a right. This privilege can be withdrawn for any student. Below are the expectations at Oakmoor School:

Learning
• I know that Oakmoor School computers, tablets, laptops, and internet access has 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 understand that any network access must be appropriate to education.
• If I need to learn online at home, I will follow the Oakmoor School remote learning policy.
• I will only use my mobile phone/personal device in Oakmoor School, for learning, if I have permission from a member of staff. My mobile phone/device will be switched off and be away at all times.

Safety
• I know that my use of Oakmoor School computers, devices, systems and on-site internet access will be monitored to keep me safe and ensure policy compliance.
• I will keep my login details and passwords safe and private as my privacy, school work and safety must be protected. I will not share my login details with anyone.
• I know I must always check my privacy settings are safe and private.
• I will think before I share any personal information and/or will seek advice from an adult if needed or I am unsure.
• 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, if appropriate I will always arrange to meet in a public place, with a trusted adult present.

• I understand that the Oakmoor School internet filter is there to protect me, and I will not try to bypass it.
• Access to inappropriate content on the internet is filtered and monitored by the school. I will report any attempt to access to such content immediately whether it is by myself or a fellow student.

Kindness
• I will write emails and online messages carefully and politely and will only use language that will not cause harm or upset. I know messages can be forwarded or seen by someone I did not intend.
• I know that bullying and unkindness in any form (on and offline) is not tolerated and I know that technology should not be used for harassment.
• I will always treat others with kindness and respect and I will report any cases of bullying or unkindness immediately to a member of staff.
• 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 Oakmoor School community.
• I will always think before I post a text, message, photo or video as I know it can become public and impossible to delete.
• I will not use technology to be unkind to people.

Legal
• I understand that it may be a criminal offence or breach of the Oakmoor 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.
• I know it can be a criminal offence to hack accounts or network systems or send threatening and offensive messages. I will not attempt to do this.
• I will make sure that my internet use is safe and legal, and I am aware that online actions have offline consequences.
• Copyright Law must not be breached. I will respect other people's information and copyright by asking permission and giving a reference before using images or text from online sources. I will not copy, send or receive material owned by the school or other third parties.

Responsible
• I will never use another student's login details to access the network or any device.
• If I find a computer still logged in, I know I must log off that account immediately with no attempt to access another student's or teacher's files or email.
• I will only use social media sites with permission from school staff and at the times that are allowed.
• I will protect my personal information online.
• I will not access or change other peoples files, accounts, or information.
• I will only upload appropriate pictures or videos of others online when I have their permission.
• I know I must respect the Oakmoor School systems and equipment and if I cannot be responsible then I will lose the right to use them.
• I know that use of the Oakmoor School IT system for personal financial gain, gambling, political purposes, or advertising is not allowed.
• Bringing files into school such as executables of any type is forbidden; I will not download or install any unapproved software, system utility or resources from the internet.

• Chain messages waste resources and I will not start nor take part in them.
• I will always check that any information I use online is reliable and accurate.
• I will only change the settings on the computer if a teacher/network manager has allowed me to.
• I know that if the Oakmoor 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.
• From time to time photos will be taken of pupils for publicity reasons. If my parent or carer objects, they must let the school office know and I will absent myself from any such photo.
• I know that if I do not follow the Oakmoor School AUP the school behaviour policy will be applied and I will be sanctioned appropriately.
• I have read and talked about this policy with my parents/carers.

Report
• If I witness misuse of the school network, school devices or technology systems I will report this to the teacher of my class, the network manager or any member of staff immediately.
• 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 know I can visit www.thinkuknow.co.uk www.childnet.com or www.ceop.police.uk/Safety-Centre or www.childline.org.uk to find out more about keeping safe online and to report misuse.

Oakmoor School reserves the right to monitor all access to IT and network resources, this may include:
• Log access to websites and student email.
• Removal of inappropriate material. • Deletion of unlawful or unauthorised text, imagery or sound.
• Removal of login privileges where unauthorised use of the school's network may be taking place.

Oakmoor School Student IT and Network Acceptable Use Policy Agreement:

I, with my parents/carers, have read and understood the Oakmoor School Student IT and Network Acceptable Use Policy. Please sign below to agree with the above conditions. Your parent/carer must sign too. 'I agree to abide by all of the above conditions stated in the Acceptable Use Policy.'

Student Name (BLOCK CAPITALS):_____

Student signature: _____ Year Group: _____

Parent/Carer Signature: _____ Date: _____