

## **KS3-4 Pupil Online Acceptable Use Agreement**

**Seva School** regularly reviews and updates all Acceptable Use documents to ensure that they are consistent with the school Online Safety and Safeguarding Policies, which can be found on our school website

These rules will help to keep everyone safe and to be fair to others. School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies.

1. I will be a responsible user and stay safe when using the internet and other digital technology at school.
2. I will ensure that my online activity or use of mobile technology, in school or outside, will not cause my school, the staff, students or others distress or bring the school into disrepute.
3. I will only use the school's internet and any device I may be using in school for appropriate school activities and learning, unless I have express permission to carry out recreational activities, e.g. in a lunchtime club or after school.
4. I understand that all internet and device use in school may be subject to filtering and monitoring; I understand that all school-owned devices used outside of school may also be subject to filtering and monitoring, and should be used as if I am in school.
5. I will keep my logins, IDs and passwords secret and change my password regularly. If I think someone knows one of my passwords, I will change it.
6. I will not bring files into school or download files that can harm the school network or be used to bypass school security.
7. I will only edit or delete my own files and not (even try to) view, change or delete other people's files or user areas without their permission.
8. I will use the internet, games and apps responsibly; I will not use any that are inappropriate for the school, my age or learning activities, including sites which encourage hate or discriminating against others.
9. I understand that websites, blogs, videos and other online information can be biased and misleading, so I need to check sources.
10. I understand that cyberbullying is unacceptable, and will not use technology to bully, impersonate, harrass, threaten, make fun of or upset anyone, at school or outside.
11. I will not browse, download, upload, post, retweet or forward material that could be considered offensive, harmful or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
12. I am aware that some websites, games, online shopping, file sharing and social networks have age restrictions and I should respect this.

13. I will only e-mail or contact people as part of learning activities.
14. The messages I send, or information I upload, will always be polite and sensible. I understand that all messages I send reflect on me and the school.
15. I will be careful when opening files and attachments, checking for viruses etc. If I am unsure I will never open a file, hyperlink or any other attachment.
16. When using the internet, I will not download copyright-protected material (text, music, video etc.)
17. I will not share my or others' personal information that can be used to identify me, my family or my friends on any online space, unless a trusted adult has given permission or reviewed the site.
18. Live streaming can be fun but I always check my privacy settings and if I rarely (or preferably never) do anything that everyone on the internet can see. If I live stream, I tell a trusted adult about it.
19. I will never arrange to meet someone I have only ever previously met on the internet or by e-mail or in a chat room, unless I take a trusted adult with me.
20. I will only use my personal devices (mobile phones, USB devices etc) in school if I have been given permission to do so.
21. I will respect my body and other people's – part of that means using positive words about myself and others; it also means not revealing too much on camera and not sharing or posting inappropriate photos.
22. I understand that many apps have geolocation settings (identifying my location or where I made a post or took a photo). I will make sure that I know how to turn geolocation on and off, and not tell the world where I am at all times or make it too easy to find out where I live or go to school.
23. I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.
24. If I see, watch, read, hear or receive anything I am unhappy with or I receive a message that makes me feel uncomfortable, e.g. bullying, extremist/hateful content, I will not respond to it but I will save it and talk to a trusted adult.
25. I know that I can always say no online and end a chat or block a friend; if I do, it's best to talk to someone about it as well.
26. I know who my trusted adults are at school, home and elsewhere, but if I feel I can't talk to them, I know I can call Childline or click CEOP.

*I have read and understand these rules and agree to them.*

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_