

Ormiston Academies Trust

Ormiston Latimer Academy

Technology Acceptable Use Agreement for older children

Policy version control

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Technology Acceptable Use Agreement for older children

Ormiston Latimer Academy

Mobile phones

The academy's mobile phone policy is included within the Behaviour Policy, which can be found on the Policies page of the school website.

I understand the mobile phone policy and will always follow it.

Staying safe

I understand that I must use academy systems and equipment in a responsible way, to avoid risks to my safety or the safety of others.

I will always:

- keep my username and password safe and secure, and
 - will not share it,
 - will not try to use anyone else's username and/or password
 - will store it somewhere where it cannot easily be found or stolen
 - immediately inform a designated member of staff if I suspect that my login details have been compromised
- be aware of "stranger danger" when I am online
- take an adult with me if I arrange to meet people offline that I have communicated with on-line and will always meet in a public place
- I will immediately report to a member of staff any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online

I will **not** share personal information about myself or others when online, such as:

- names
- addresses
- handles or usernames
- email addresses
- telephone numbers

- images/selfies

Appropriate use

Unless a responsible adult gives me permission, I will:

- only use the academy's IT systems and equipment for learning and not for personal use
- not try to make large downloads or uploads that might slow down the internet connection and/or prevent others from being able to work
- not use the academy's IT systems or equipment to try to reach blocked or forbidden sites
- not use other people's work in my own work
- not try to download copyright material (including music and videos)

Being respectful

- I will respect the work and property of others
- I will not open, copy, remove, or edit any other person's files, without that person's knowledge and permission
- I will be polite and responsible when I communicate with others
- I will not use strong, aggressive, or inappropriate language
- I respect that others may have different opinions
- I will not take or share images of anyone without their permission and will never distribute inappropriate or illegal images

Staying secure

Unless a responsible adult gives me permission, I will:

- never use my own personal computer, USB drive, or tablet in the academy
- always follow the rules in this agreement if allowed to use my own equipment, in the same way as if I was using academy equipment
- not try to upload, download or access any materials which are illegal or inappropriate, or may cause harm or distress to others
- not try to bypass the academy filtering or security systems
- will **immediately** report any damage or faults to a member of staff, however the damage or fault may have happened

- will not open any email links or attachments unless I know and trust the person who sent the email
- will not open an email, a link, or attachments if I think it looks suspicious. Instead, I will report it to a responsible adult
- will not try to install or store software tools and programs of any type on any academy equipment
- will not try to alter computer settings, remove cables, or interfere with computer hardware

Using AI

When I am working with AI chatbots or other apps, or even just using the internet, I will follow all the rules in this agreement, as well as:

- only using AI chatbots and apps that are named and provided by the academy
- not create anything that might be upsetting and/or harmful to other people
- never put my own or other peoples' name, address, email address, selfies/images, videos, or voices into the AI chatbot or app
- check that the information given is accurate and true
- tell a responsible adult if I am concerned or upset about the response from the AI chatbot or app

Sanctions

I know that the academy will monitor and keep a history of my use of IT systems, equipment, and digital messages.

I know that if I do not follow the rules in this agreement, the academy will use their normal behaviour sanctions, such as detentions and suspensions. If sufficiently concerning, the academy might also:

- take away my access to the academy IT equipment and internet
- contact my parents
- involve the police and/or other agencies

I know the academy can also take action if I am involved in incidents of inappropriate behaviour, covered in this agreement, **outside** the academy, such as online bullying or sharing harmful or inappropriate images, videos, or messages.

Now please sign the next page.

Technology Acceptable Use Agreement – Signature

Name: _____

Group/Class: _____

I have read and understood everything in the agreement and will follow these rules when:

- I use the academy's systems and equipment (both in and out of the academy)
- I use my own devices in the academy (only if allowed) e.g. laptop, tablet
- I use my own devices when outside of the academy, in a way that is related to me being a member of this academy, such as messaging other people at my academy, using academy email, online homework or lessons, private/group chats with others at the academy, etc.

Child's Signature: _____

Date: _____

Parent/Carer Signature (optional): _____