Perrott Hill School

Pupils' Acceptable Use Policy (AUP)

The Board of Directors has charged the Proprietor with day-to-day responsibility for the governance of the School. Ultimate responsibility for the governance of the School rests individually and collectively with Board of Directors.

The Proprietor chairs a Board of Governors acting in an advisory capacity in support of good governance.

Pupils agree to follow the guidelines outlined in the Acceptable Use Policy when:

- They use the School IT system and equipment (both in and out of school).
- They use their own equipment in school and on school trips (when allowed), for example mobiles or cameras etc., excepting the clause about not being able to change settings on the device.
- They use their own equipment out of School in a way that is related to me being a member of the School, for example communicating with other members of the School, accessing the School e-mail or website.

The Pupil AUP covers all pupils in the school. The school understands that children in the Pre-Prep and lower end of the school might not understand all the points in this AUP due to their age. The school takes additional steps with these children to ensure they are safe, these include but aren't limited to; e-safety topics in computing lessons, limiting and restricting their access to the computers in school, closely monitoring their use in lessons, working with parents and offering advice and training.

The AUP:

I understand that:

I must use the School IT network in a responsible way, to ensure that there is no risk to my safety or to the safety or security of the IT network and other users.

The School has access to my files and can monitor all my activity whilst using the school network, internet and email facilities.

When the term device is used, this covers any current or future School equipment, in any format such as computer, laptop, tablet, projector, phone, printer, watch etc.

I will always ask a member of staff, or a trusted adult, if I am unsure whether I should be doing something or not, or if I need help.

I will not share my username or password, nor will I try to use any other person's username or password.

I will not share personal information about myself or others when on-line.

If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.

I will immediately report, without responding to or turning off the device, any unpleasant or inappropriate material, messages or anything that makes me feel uncomfortable when I see it on-line.

I will not connect any device to the School network or Wi-Fi through any means.

I understand that the School IT network is primarily intended for educational use and that I will not use the network for personal or recreational use unless I have permission to do so.

I will not access my personal e-mail account on the School network.

If I am provided with a school email account, I will only use this for communication between family and friends off site and for School use.

I will not open any attachments to e-mails, unless I know and trust the person or organisation that has sent the e-mail, due to the risk of the attachment containing viruses or other harmful programmes.

I will be polite and responsible when I communicate with others; I will not use strong, aggressive or inappropriate language and I will appreciate that others may have different opinions.

I am aware that any School email account is not a personal / private account and that the ICT department can access my emails if required to do so.

I am aware that school devices allocated for student use are monitored by the IT department using keystroke monitoring.

I will not try to upload, download or access any materials via any means which are either illegal, inappropriate or may cause harm or distress to others.

I will not try to use any website, program or service that might allow me to bypass the filtering or security systems in place to restrict access to areas on the School network, websites or internet services.

I will not install, or attempt to install, programmes of any type on any device, or store programmes on a device, nor will I try to alter any settings on any device.

I will only edit or delete my own files and not view, or change, other people's files without their permission. I understand that I should not use other people's passwords; this includes

attempting to log on through another person's account.

I will use the internet responsibly and will not visit or try to visit websites I know to be banned by the School .

I am aware that during lessons I should only visit websites that are appropriate for my studies.

I will not steal, disable or cause damage to School equipment, or the equipment belonging to others.

I will immediately report any damage or faults involving equipment or software, regardless of how this may have happened.

I will not take or distribute images of anyone without their prior permission.

I will not upload pictures of Perrott Hill staff or pupils onto the internet or download them off the School network for use outside of School.

I will not try to impersonate anyone else on the internet or school network via any means.

I am aware that I must not bring into School any device or 'smart' device (including all series of Apple watches) that can be used for (but not limited to) taking photos, accessing the internet via any means (including 3G, 4G, Wi-Fi etc.), is able to send messages, communicate with others, play games or play music.

If it is agreed between the School and my Parents / Guardians that I may bring a device into school to assist with my learning, I must first get it checked by IT Systems and Development Manager and make sure my Tutor is aware that I have a device in School. I understand that everything outlined in the Pupils Acceptable Use Policy also applies to my personal device that I use in school.

I understand that I am responsible for my actions, both in and out of school:

I understand that the School has the right to take action against me if I am involved in incidents of inappropriate behaviour, even when I am out of School, that involves a member of the School community, for example cyber-bullying, use of images or personal information.

I understand that the school can contact my parents and request access to my personal devices or online services if an incident has occurred.

I understand that cyber-bullying is when a person or a group of people threaten, tease, embarrass or abuse someone else by using IT, particularly mobile phones, the internet and related technologies such as social networking sites, and this will be dealt with as seriously as any real-world bullying incident.

I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action according to the School's disciplinary policy. This may include the loss of access to the School network, detention, suspension and, in the event of illegal activities, the involvement of the police.

Parental Section

Parents are encouraged to read and understand the AUP and to discuss it with their child. Parents should understand that pupils have received, or will receive, e-safety education to help them understand the importance of safe use of IT and technology – both in and out of School.

The School will take every reasonable precaution, through the use of monitoring and filtering systems, to ensure that all pupils will be safe when they use the internet and the school network. The School cannot, however, be held ultimately responsible for the nature and content of materials accessed on the internet.

Parents are advised that their child's activity on the school network will be monitored and that the School will contact them if they have concerns about any possible breaches of the above Acceptable Use Policy.

Parents should encourage their children to adopt safe use of the internet and digital technologies at home and are encouraged to inform the School if they have concerns over their child's e-safety.