



ACCEPTABLE USE OF DEVICES (PUPILS) Agreement SENIOR SCHOOL

I understand that this Kent College Acceptable Use Agreement will help keep me safe online at home and at school.

This Acceptable Use Agreement is intended to ensure:

- that all pupils at Kent College will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and the safety of those using them at risk. Pupils will have good access to digital technologies to enhance their learning and Kent College will, in return, expect the pupils to agree to be responsible users.

For my own personal safety:

- I understand that Kent College will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of the risks of communicating with others online, and in particular those who I have only met online.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc).
- I will not post anything online which identifies Kent College with unacceptable opinions or activities, or which would bring Kent College into disrepute. In addition, I will avoid posting videos and photos online when in school uniform and will be very mindful of the school's reputation in my online behaviour.

- I understand the risks associated with meeting someone offline that I have only communicated with online and will not do this without speaking to a trusted adult. In the unlikely event that I have arranged 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. (Kent College does not recommend any pupil arranging to meet people in this way unless as part of an educational visit with an authorised member of staff e.g. Digital Leaders Scheme).
- I will immediately report any unpleasant, offensive or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- I understand that the Kent College internet filter is there to protect me, and I will not try to bypass it.
- I will make sure that my internet use is safe and legal, and I am aware that online actions have offline consequences.
- I know I must always check my privacy settings are safe and private.
- I understand that I should take full responsibility for my own device and bring it to school ready charged. Kent College is not responsible for the security and safety of student-owned devices. I will either keep it with me or lock it away. I understand that Kent College is not liable for any device stolen or damaged on site. (Kent College strongly recommends that any device brought into school is covered on a parent's home/other insurance).
- I understand that Kent College reserves the right to inspect my personal device if there is reason to believe that I have violated school policy, school rules or have engaged in other misconduct while using my personal device.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that Kent College devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the Kent College systems or devices for on-line gaming, internet shopping, file sharing, or video broadcasting (e.g. YouTube, Netflix), unless I have permission of a member of staff to do so.
- My device will be updated with the latest security measures, including antivirus and firewall software. I will not attempt to bring onto the premises or infect the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorised data

or information as this is in violation of the Acceptable Use policy and will result in disciplinary actions.

I will act as I expect others to act toward me and:

- I will not access or change other peoples' files, accounts, or information.
- I understand that swipe cards are allocated to individual pupils and should not be shared. The sharing of swipe cards will be deemed a breach of this Acceptable User Policy. I will report a lost swipe card to IT Support immediately.
- 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.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I know that bullying in any form (on and offline) is not tolerated and I know that technology should not be used for harassment.
- I will not take or distribute images of anyone without their permission.
- I will write emails and online messages carefully and politely as I know they could be forwarded or seen by someone I did not intend.
- I will use my school email address to contact members of staff.
- I understand that it may be a criminal offence or breach of Kent College policy to download or share inappropriate pictures, videos, or other material online. I also understand that it is against the law to take, receive, save or send indecent images of anyone under the age of 18.
- I will always think before I post, I know that text, photos or videos can become public and very difficult and sometimes impossible to delete.

I understand that Kent College has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school.

- I will not use my own personal devices (mobile phones / USB devices etc) in school unless this is specifically allowed.
- I understand the risks and will not try to upload, download or access any materials which are illegal, offensive or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.

- I will immediately report any damage or faults involving equipment or software; however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes). Even if I know the sender, I will take care and not click on any links if something looks suspicious.
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer/device settings.
- I understand that any deliberate attempt to 'hack' into the school's IT infrastructure or to deliberately evade or circumvent the School's firewall, for example by the use of a Virtual Private Network (VPN), will result in disciplinary action that may include Temporary or Permanent Suspension from the School.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
- If I am making use of AI technology (e.g. ChatGPT) I will clearly reference where the content came from and where/how it was created.

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

- I understand that Kent College also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community, e.g. if my behaviour online poses a threat or causes harm to another pupil and/or could have repercussions for the orderly running of the school then I understand that the school can take action against me.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action in line with the Kent College's Behaviour Policy. This may include actions listed below and in the event of illegal activities involvement of the police.

A formal warning	Suspension of internet access
Device confiscation (phone, tablet, laptop, PC etc).	Formal School sanctions.
Temporary or permanent suspension from the School.	Suspension of computer system account.

Remote Learning

These expectations are in place to help keep me safe if/when I am learning at home using Microsoft Teams.

- When taking part in a live lesson I understand that I must take part in lessons from somewhere appropriate at home (not in my bedroom) with limited distractions and I must wear appropriate clothing.
- I will ensure backgrounds of videos are neutral/blurred and personal information/content is not visible.
- I will attend lessons in a shared/communal space or room with an open door and/or where possible when I can be supervised by a parent/carer or another appropriate adult.
- I understand that my teachers may mute my microphone and I should wait for them to unmute it rather than unmuting it myself.
- I understand that I should communicate with my teacher through pre-arranged live lessons or using school email.
- I will not record teacher audio or video presentations, nor will I take screenshots or photos of teachers, other pupils or anyone else taking part in a live lesson.
- I will not share or distribute any of the teacher presentations and online teaching resources.
- I will not edit any of the teaching resources made available except for my own personal use.
- I will not take, use, share, publish or distribute images of others without their permission.
- I will not share any access links to these remote learning sessions with others.
- If I am concerned about anything that takes place during remote learning, I will inform a suitable adult.
- I understand that I must behave online as I would in a classroom.
- I understand that inappropriate online behaviour or concerns about my safety during remote learning will be taken seriously. This could include not being able to access these lessons, parents/carers being informed or contact with the police if a criminal offence has been committed.

- I will only use the chat feature for work related discussion.
- I have read and talked about these rules with my parents/carers.

A copy of this policy is available on www.kent-college.co.uk

DRAFT

Annual Computer Acceptable Use Agreement

Academic Year 2024-2025

Pupil:

I have read and I understand the school's Computer Acceptable Use Agreement. I will use the computer system and Internet in a responsible way and obey these rules at all times.

Print Name: Form/Year Group

Signed: Date

Parent / Guardian:

As a Parent or Guardian I have read this agreement. I understand that although Kent College employs the latest filtering and security technology no system can be 100% safe. I give my child permission to use the school computer system:

Print name:

Signed: Date

The Computer Acceptable Use consent form must be signed by both pupil and parent/guardian on an annual basis. Without it your child's access to the school network will be withdrawn.