

Queenswood



# Digital Technology Usage Policy

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# DIGITAL TECHNOLOGY USAGE POLICY

## ***AIM***

To guide the pupils towards the appropriate and acceptable use of digital technology at Queenswood, including appropriate conduct during any period of remote learning.

This policy covers the use of mobile phones (all years), wearable technology (all years) 1:1 Devices (Y7-11), Bring Your Own Device (BYOD) (Y12-13), AI (all years) and digital assistants (all years). In addition to the general rules in this policy, Specific rules are outlined for mobile phone usage (Appendix 1), wearable technology (Appendix 2), Chromebooks/BYOD (Appendix 3), AI (Appendix 4), digital assistants (Appendix 5) and email systems (Appendix 6).

Pupils will be asked annually to sign and accept the terms of this policy (Appendix 7). However, by signing into the Queenswood network, or using any school device, files or applications, pupils are by default agreeing to the terms of this policy even if we do not hold a formally signed agreement.

Queenswood recognises that the internet and the devices used to access it are an invaluable resource in research about topics across all subjects. Pupils are taught to safely use the internet and their devices as, although it is a necessity in today's education, there are also inherent dangers.

As stated in KCSiE 2023, online safety is considerable and ever evolving hence, we look at four key areas;

- **Content** – the school uses Lightspeed to monitor and flag exposure to illegal, inappropriate or harmful content. We also filter web traffic using Lightspeed to limit exposure to harmful websites. Staff are aware they have a responsibility to report to ICT if they feel the system is not effective.
- **Contact** – PSHE and tutor periods support pupils on how to deal with being subjected to any harmful online interaction. Lightspeed is used to filter access to websites where inappropriate contacts may be made.
- **Conduct** – This is discussed in PSHE and Computer Science and relates to our Pastoral and Behaviour Policies.
- **Commerce** – Such as online gambling is covered in our PSHE lessons. The concern of phishing is explored in staff and pupil training. Active web filtering through Lightspeed is employed to reduce the likelihood of harmful commercial content.

## **Education and Online Safety**

Pupils are taught about safeguarding, including online safety, through the curriculum including Computer Science and in PSHE. All subjects, if recommending a website/app will vet before it is introduced to pupils. HoD's will annually monitor which apps/websites are being suggested and will check that training and safety advice is included in the scheme of work. If the Head of Department or any member of staff identifies a safeguarding concern with the website/app they will inform ICT and the DSL/OSL..

Visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material including any which encourage radicalisation is unacceptable. The School has a filtering and monitoring system which blocks sites which promote extremist views and encourage radicalisation, as well as other potentially harmful and inappropriate online material. The DSL/OSL regularly receives updates and checks the input to assess any inappropriate internet activity. Staff are aware that it is also their responsibility to inform ICT if the system is not effective.

As part of the PSHE curriculum, appropriate guidance on keeping safe from abuse and safe online practice including, advice on sharing consensual and non-consensual nudes is delivered to all year groups annually however, this is a whole school approach and online safety is taught through subjects including (but not exclusive)

- Fake news in Media Studies, English, maths, Politics and Economics.
- Online behaviours in Psychology and Politics
- Gambling in Maths
- Radicalisation & Extremism in English, RS and Politics
- Effects on Mental Health in English and Media Studies
- Positive use of technology in Geography

The safe use of electronic equipment and access to the internet is covered. This includes ensuring pupils are aware of the Digital Device Usage Policy. Pupils are regularly reminded of the people they can talk to if they have any concerns.

Parents sign to acknowledge the terms of this Digital Device Usage Policy for Pupils when their child joins Queenswood. Parents in 1:1 Device Year Groups also sign an Acceptable Use Policy (AUP) for these devices at the point of purchase.

Pupils are reminded of their obligations under the Digital Device Usage Policy in an assembly at the beginning of each academic year. A copy of this policy is available to pupils on the school website at all times.

## ***NETWORK FILTERING AND MONITORING***

Computer accounts are the property of Queenswood and are designed to enhance the educational experience of our pupils. Queenswood has the right to monitor any aspect of systems or applications that are made available by the school. This includes the right to monitor communications made via our network and act accordingly if there is any

inappropriate use of our systems or any suspicion that pupils are attempting to circumvent the systems put in place for their protection.

Queenswood makes use of advanced web filtering systems which seek to protect pupils from inappropriate content online. The school also uses a monitoring system on school issued Chromebooks to try to ensure appropriate and safe use. Pupils should be aware of the fact that any searches deemed inappropriate by the system will trigger an alert which will then be investigated by the DHP/OSL or the appropriate Head of Year. Alerts may also be investigated by the Senior Deputy Head or the Principal.

## ***APPROPRIATE USE OF DIGITAL TECHNOLOGY***

- The use of any digital device or AI in lessons is at the discretion of the classroom teacher. Unauthorised use will result in a sanction being issued.
- Filming, texting and loading of material onto or down from the Internet must be appropriate and in line with the schools behaviour policy.
- Technology is to be used to enhance the educational experience of pupils in the classroom and for no other reason.
- All electronic communications between any member of the Queenswood community and another member should be respectful and polite.
- Staff and pupils may only communicate with one another using their Queenswood email addresses.
- Pupils should be mindful of the impact of over reliance on digital technology. Whilst it is a useful aid to learning it is not a substitute for hard work or critical thinking.

## ***INAPPROPRIATE USE OF DIGITAL TECHNOLOGY***

- This is defined by the use of any digital device (either mobile phone, wearable, 1:1 Chromebook/BYOD device or any internet enabled device or the use of AI) in an inappropriate manner causing disruption and/discomfort/embarrassment to fellow pupils, staff or members of society.
- It is a criminal offence to use a mobile phone (or other internet-enable device) to harass or offend another person; this is known as cyberbullying.
- Using any digital technology, It is strictly forbidden to:
  - Take photographs, videos, audio recordings, screenshots or any other form of digital media that is then shared either locally or via the internet or social media and is used to humiliate a pupil/staff member or damage the reputation of the school.
  - Post messages on Social Media which humiliate a pupil/staff member or bring the school into disrepute.
  - Use technology to engage in cyberbullying.
  - Take or share child sexual abuse images as laid out in statutory law
  - Promote or conduct of illegal acts, eg under the child protection, obscenity, computer misuse and fraud legislation
  - Share adult material that potentially breaches the Obscene Publications Act in the UK
  - Share criminally racist material in the UK

- Share pornography.
- Promote of any kind of discrimination, racial or religious hatred
- Use technology to threaten others, including the promotion of physical or mental abuse.
- Use technology in any way which breaches the school ethos, code of conduct, behaviour policy, anti bullying policy or in any other way brings the school into disrepute.
- Attempt to bypass the systems and safeguards the school has put in place to filter and monitor internet content.
- Upload, or download or transmit commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions
- Reveal or publicise confidential or proprietary information (eg financial / personal information, databases, computer / network access codes and passwords)
- Carry out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet.
- Participate in online gambling. It should be remembered that gambling is illegal under the age of 18.

## **SANCTIONS FOR INAPPROPRIATE USE**

Depending on the severity of the infraction, various sanctions will apply; these could include: internal sanctions, a detention or even suspension (internal or external) if the inappropriate use breaks the law, for instance. Sanctions are outlined in the Behaviour Policy.

## **ROLES AND RESPONSIBILITIES**

- Pupils have a responsibility to use all internet-enabled devices in appropriate ways, especially phones, at appropriate times and in sensible ways.
- Staff have a responsibility to enforce this acceptable use and lead by example.
- If a member of staff confiscates a technological device, for whatever reason, then they must make sure that it is given to the relevant HoY, Head of Sixth Form or to the Deputy Head Pupils/Online Safety Lead as soon as possible.
- The Deputy Head Pupils/Online Safety Lead has the responsibility of reviewing the policy and practice on an annual basis.

## **PRACTICE**

- The school writes to parents annually to remind them about the Digital Device Usage Policy and appropriate use of all devices. Parents are asked to discuss these guidelines with their daughters.
- Pupils are reminded frequently about the appropriate use of their devices in tutorial, assemblies, year group meetings and PHSE sessions which include education about online usage; external speakers also deliver talks on the subject.

- The school uses a security monitoring system to monitor all computers in school and also any which access the Q wifi system; these reports are screened by the Deputy Head Pupils/Online Safety Lead on a regular basis. Additionally, any internet access that is extremely concerning immediately triggers a notification to the Deputy Head Pupils, Senior Deputy Head and Principal. The DHP is responsible for acting on this in a fitting way; this may involve speaking to the pupil and/or parents, guardians, tutors or Heads of Year.
- The school acknowledges the existence of high speed 4G/5G connections allows pupils to bypass the system put in place for their safety. We attempt to mitigate this risk through staff and pupil training as to the importance of a safe online environment. We have also considered that increased attempts to access the internet through 4G/5G systems is an unintended consequence of a secure wifi network and have tried to design our monitoring and filtering parameters accordingly.

## ***Appendix 1 - Mobile Phone Usage***

***In addition to the guidelines outlined in the main policy, these specific rules apply to mobile phone usage.***

- Where appropriate, the use of technology to support learning is strongly encouraged. However, pupil use of any digital technology including mobile phones is entirely at the discretion of the classroom teacher.
- Pupils should only bring one mobile phone into school. Placing a “dummy phone” into a Yondr pouch is sanctionable.
- Phones are not to be used by pupils at any point whilst in transit around the school site.
- Under no circumstance are phones to be used or visible in the dining hall.
- Phones are not to be used or visible during study time.
- Phones are not to be used during co-curricular activities without the express permission of the member of staff running the activity.
- Mobile phone numbers must be registered on iSAMS.
- Misuse or inappropriate use of a mobile phone will lead to confiscation. Further sanctions may be applied or parents contacted if the aforementioned use causes embarrassment or discomfort to someone else.

## **ACCEPTABLE USE OF MOBILE PHONES – BY YEAR GROUP**

### ***Year 7 to 10***

#### **AM TUTOR SESSION**

- We will assume all pupils are arriving at Queenswood with a mobile phone each day unless explicitly told otherwise by parents/guardians.
- Pupils should turn their phones off and place them into the Yondr pouch. They should lock their pouch in front of their tutor and then put the pouch in their school bag.
- A pupil who has not placed their mobile phones in their Yondr pouch, and without good reason, will receive a warning the first time, followed by a sanction thereafter. Their HoY will make a note of the warning and apply the sanction. This will escalate to a detention after 3 offences.
- Should a pupil be late to school, due to transport issues or other circumstances, they should place their phone into their pouch when they sign in late at the General Office.
- If a child has lost or broken their pouch, there will be a replacement charge of £10 added to the end of term bill.
- Mobile phones are to remain in their pouches throughout the school day.
- Any attempt to force open a Yondr pouch to access a mobile phone during the school day is sanctionable.

- If it is discovered that pupils are placing a “dummy” device in the Yondr pouch and keeping their main device, a sanction will be issued and the device confiscated for the remainder of the school day.

### **END OF THE SCHOOL DAY(17:50 Mon-Thurs, 16:30 Fri) OR WHEN LEAVING SCHOOL**

- Pupils can take their pouches to one of the magnetic unlocking devices which are located at various locations around school and remove their phone from their pouch.
- Students attending Study or Co Curricular activities may remove their mobile phones from their Yondr pouches in advance of these activities, but their phones must remain out of sight and not in use for the duration of study or Co Curricular.

### **Year 11**

- Pupils should keep phones in their lockable space throughout the school day. Either in their boarding room or lockers..
- Pupils’ phones should not be visible to any member of staff, at any point during the school day.
- Phones cannot be used as an alternative to a device within lessons.
- Students attending Study or Co Curricular activities may take their phones to study but they must remain out of sight and not in use for the duration of study or Co Curricular.

### **Sanctions**

- If a member of staff sees a Year 11 with a phone during the school day, the phone will be confiscated. The member of staff will hand the phone to the Head of Year. The pupil will collect the phone from the Head of Year office at 4:20pm.
- If a Year 11 has a phone confiscated a second time, they will follow the Year 7 to 10 policy for a week following the incident.
- If a Year 11 had a phone confiscated a third time, they will follow the Year 7 to 10 policy for the rest of that term.

### **Sixth Form**

- Sixth Formers are allowed to retain possession of their phone for the duration of the school day, however, they may only use their phones ‘freely’ when in designated social spaces (such as the Bellman Sixth Form Centre).
- Phone usage in lessons and tutor times should only take place with the permission of the member of staff in charge of the session. If pupils wish to use their phones, they must first ask permission.
- Pupils should not use their phones when outside (such as when transiting between buildings)
- Pupils should not use their phones when in corridors or when waiting outside classrooms.
- Pupils should not use their phones while eating lunch or while queuing for lunch.

### **Sanctions**



- If a member of staff sees a Sixth former with a phone, outside of designated social spaces, during the school day, the phone will be confiscated. The member of staff will hand the phone to the Head of Year. The pupil will collect the phone from the Head of Year office at 4:20pm.
- If a Sixth former has a phone confiscated a second time, they will follow the Year 7 to 10 policy for a week following the incident.
- If a Sixth former had a phone confiscated a third time, they will follow the Year 7 to 10 policy for the rest of that term.
- Once the Head of Year has followed the Policy for second offence, or more, they will formally write the parents of the pupil to highlight the offence and the consequences of such.

## **UNACCEPTABLE USE OF MOBILE PHONES**

- This is defined by the use of a mobile phone causing disruption and discomfort/embarrassment to fellow pupils, staff or members of society.
- It is strictly forbidden to take photographs or videos that will humiliate a pupil/staff member and then send them to other pupils or upload to the Internet as per the School IT Policy.
- It is a criminal offence to use a mobile phone to harass or offend another person.
- Mobile phones should not be used in the Medical Centre unless a member of staff has given permission to do so.

## ***Appendix 2 - Wearable Technology***

***In addition to the guidelines outlined in the main policy, these specific rules apply to wearable usage.***

- Pupils may not use Smartwatches to attempt to circumvent the Yondr pouch system we have for mobile phones.
- Pupils in the Sixth Form may not use Smartwatches to circumvent the rules on mobile phone usage. The same rules for usage during lesson times, lunch and when in public areas of the school remain in force.
- Pupils may not use the messaging functionality of Smartwatches during lesson time.
- Pupils may not play games on Smartwatches during lesson time.
- Pupils must always remove any Smartwatch before any school or public exam session.
- Pupils may not record anything on a Smartwatch without the express permission of everybody involved. It is strictly forbidden to take photographs, videos or audio recordings that will humiliate a pupil/staff member and then send them to other pupils or upload to the Internet as per the Digital Technology Usage Policy.
- Wireless earbuds (e.g. AirPods) may not be worn during lesson time or at lunch. If students are found to be wearing these items in lessons or during lunchtime, they will be confiscated for 48 hours and a sanction issued.
- Pupils may not use Wearable technology in any way that may cause disruption and/or discomfort/embarrassment to fellow pupils, staff or members of society.
- It is a criminal offence to use wearable technology to harass or offend another person.
- Wearables should not be used in the Medical Centre unless a member of staff has given permission to do so.

## **Appendix 3 - Chromebook/BYOD Usage**

***In addition to the guidelines outlined in the main policy, these specific rules apply to Chromebook/BYOD usage.***

- All pupils are expected to arrive at Queenswood each day with a fully charged functional device and be ready to learn.
- Chromebooks, tablets or laptops may be used in lessons, with teacher's permission and under guidance.
- In 1:1 device year groups (Y7-Y11) the only device you may use is the Queenswood Chromebook. If you lose/forget/damage your Chromebook you must report to IT Support to borrow a loan device. You may not use any other device during lesson time in a 1:1 Year Group.
- If any device other than a Queenswood Chromebook is in use during a lesson, a sanction will be issued and the unauthorised device confiscated for 48 hours.
- Your 1:1 device must be logged into your Queenswood Google profile during any academic lesson. Pupils logged into personal Google accounts during lesson time will be sanctioned.
- In a BYOD year group (Y12-Y13) you may use one device during your lesson at the discretion of the classroom teacher.
- Only software approved by Queenswood can be installed on your Queenswood Google profile on your Chromebook. Any attempts to bypass this (including the installation of Chrome extensions containing video games) is not allowed.
- Misuse or inappropriate use of a 1:1/BYOD device will lead to sanctions. Further sanctions may be applied or parents contacted if the aforementioned use causes embarrassment or discomfort to someone else.
- Queenswood has installed monitoring software on 1:1 Chromebook devices. Pupils should be mindful of the fact their activity is monitored and any breaches of the Digital Technology Usage policy will be investigated by the DSL/OSL.
- The use of any instant messaging and chat functionality (ios messenger, Whatsapp etc) in lesson time is not allowed.
- Accessing any website beyond those that you are guided towards by your teacher for educational purposes during lesson time is not allowed.
- Any other use of a Chromebook or BYOD device that may be disruptive during lesson time is not permitted.

## **Appendix 4 - AI Usage**

***In addition to the guidelines outlined in the main policy, these specific rules apply to AI usage. This applies to stand alone AI tools and also those integrated into various productivity suites***

Queenswood School adopts the following guiding principles for AI Usage:

1. **Embrace AI as a core component of learning:** We recognize AI's growing importance in our students' lives and are committed to providing a safe environment for them to explore and understand its use and application.
2. **Foster AI literacy for all:** Students, staff, and parents will be empowered to become knowledgeable and confident in using AI tools and understanding their implications.
3. **Integrate AI across the curriculum:** AI will not be an isolated topic but instead woven into various subjects, enabling students and staff to utilise it daily to enhance teaching and learning.
4. **Address unintended consequences:** We acknowledge potential challenges, particularly related to academic integrity, and will proactively work to mitigate any negative impacts arising from AI use.
5. **Collaborate and share expertise:** Staff will actively engage with colleagues, other educational institutions, and professional development opportunities to ensure Queenswood becomes a leader in AI education.

### **ACCEPTABLE USE**

- We believe that AI will represent a large part of pupils' lives, and as such they need to investigate the use and application of this technology in a safe environment.
- Unless specifically told not to by your teacher, you may make use of AI tools in the classroom, subject to any age requirements being met.
- AI should be used in a way that enhances the educational experience of pupils at Queenswood.
- AI can be used to help personalise your learning experience. AI can help to explain topics in a way that may suit a particular learning style.
- AI can help summarise complex information and help with note taking.
- AI can be used to test your own knowledge. Pupils can ask AI to question them on their exam specification or about a particular topic. AI allows for questions to be made easier or harder and thus is an excellent adaptive questioning tool..
- AI can be used to suggest improvements to an answer that a pupil has already written themselves.
- Any material that has been written or by an AI should be referenced as such and its provenance should not be concealed. Any attempt to conceal AI generated content will be viewed as plagiarism.

- Any material that has been “improved” by an AI should be referenced as such. Any attempt to conceal AI generated content will be viewed as plagiarism.
- AI can provide support to pupils outside of normal school hours.

## **UNACCEPTABLE USE**

- Pupils must adhere to any age restrictions that are in place on AI systems.
- Queenswood abides by the JCQ “AI Use in Assessments Policy”.
- Queenswood reserves the right to process any student work we suspect of AI misuse through AI and plagiarism detection software.
- AI must not be used to write pupils' answers exclusively. This will be treated as plagiarism/cheating. “Copy pasting” or “paraphrasing” paragraphs of AI generated text constitutes plagiarism. Work submitted by pupils as their own work may be scanned by anti plagiarism or AI detection software.
- Pupils should not use AI to complete parts of any assessment in any way which does not reflect the pupils own knowledge, application , analysis, evaluations or calculations.
- If AI has been used to “improve” student work and that has not been acknowledged, this will be viewed as plagiarism.
- AI usage in NEA/EPQ material will be treated as plagiarism/cheating and may result in pupils being withdrawn from the academic course involved.
- Pupils must not become over reliant on AI use.
- Pupils must be aware that AI systems are subject to the underlying biases and errors of the material on which they were trained, and the output of AI must not be reproduced or regurgitated without a critical eye.
- Pupils should be aware that AI can generate incorrect facts and citations.
- Pupils must not share their personal information with an AI. They must also not share other people's personal information , including other pupils and staff members.
- Pupils must not use AI as their sole source of information.
- Pupils must not exclusively use AI at the expense of speaking to their teachers or collaborating with their peers.
- Pupils must not use AI to generate any content (e.g. deepfakes) that may be in any way harmful to other people, including other pupils or teachers at Queenswood. Production of material that damages the reputation of the school is also prohibited.
- AI must not be used by pupils in any way to attempt to harass or bully other pupils or staff members.
- Any pupil found to be misusing AI will be subject to the sanctions as per the Pupil Behaviour Policy.
- If any pupil or staff member becomes aware of AI being used incorrectly, they must report this immediately to the DSL/OSL.

## ***Appendix 5 - Digital Assistants/Smart Speakers/Streaming Devices***

- Smart Speaker and Home Hub devices such as Amazon Echo, Google Home and Apple HomePod are not permitted in school. These devices are not designed for use on a shared wifi network and present numerous security and privacy concerns when used in this environment. As a result, if use of one of these devices is discovered at Queenswood, the device will be confiscated and the pupil will be sanctioned by their Head of Year. Parents will be contacted.
- Streaming devices such as Fire TV, Roku, Nvidia Shield, Chromecast or Apple TV are not permitted in school. These devices are not designed for use on a shared wifi network and present numerous security and privacy concerns when used in this environment. As a result, if use of one of these devices is discovered at Queenswood, the device will be confiscated and the pupil will be sanctioned by their Head of Year. Parents will be contacted.

## ***Appendix 6 - Email Systems***

***In addition to the guidelines outlined in the main policy, these specific rules apply to writing emails.***

- You should only ever contact a member of the Queenwood staff from your Queenswood email address. If you email from your personal email address, staff have been told not to respond to you.
- Always remember you are using an electronic system that could be inspected by people other than yourself and the intended recipient, should the need arise.
- When writing an email to a member of staff, remember to use formal language. This includes:
  - Ensure you address your email to the correct intended recipient. Avoid sending the email to multiple unnecessary recipients.
  - Ensure you include an appropriate subject for the email in the “subject” field.
  - Address the member of staff by their correct salutation (Mrs, Miss, Ms, Mr, Dr etc).
  - Use correct spelling, punctuation and grammar. Do not email using “text speak”.
  - Do not write in capital letters.
  - Consider the tone and language of your email and always be polite.
  - Include an appropriate sign off (best wishes, kind regards for example). Avoid being overly informal.
  - Ensure you proofread your email before you send it.
- Always ensure your email is appropriate, respectful, understandable and accurate.

## ***Appendix 7 - Pupil Agreement***

Pupils will be asked to sign electronically to say they have understood the terms and conditions laid out in the Digital Technology Usage Policy. This will be collated via Google Form.

### **Pupil Acceptable Use Policy Agreement**

#### Acceptable Use Policy Agreement

I understand that I must use school Digital systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of Digital systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the Digital systems, email and other digital communications (including mobile phones, wearable technology, 1:1 Chromebooks, BYOD and AI).
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- I understand that it is my responsibility to ensure that my Chromebook/BYOD device is secure should I leave it unattended. I will either log off or lock the device to prevent unauthorised access.
- I understand that it is my responsibility to ensure my 1:1 Chromebook is kept in its protective cover at all times when not in use.
- I understand that securing my 1:1 Chromebook is my responsibility, and that it should be placed in a locker or other safe place when not in use. I understand that if my device is lost, it will not be covered by the insurance policy in place.
- I will only use my Queenswood email address to communicate with staff members and other pupils whilst at school.
- I will always be logged into my Queenswood Google account during lesson times and not use personal accounts.
- I will not use instant messaging technology on any digital device during lessons.
- I will not use my digital technology in any way to bully or cause harm to any other member of the Queenswood community, nor will I use my digital technology in any way that may damage the reputation of the school.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when online.
- 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 a responsible adult with me.



- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- I will not send any obscene or inappropriate materials/images/text through applications as I understand this practice to be illegal for all pupils under the age of 18 years old.
- I will inform staff of any situations where I am feeling pressured to send or take photos or inappropriate material to anyone at any time.
- I understand that resending explicit images, even of myself, is an offence and I will not do it.
- I will not take or resend images, video, audio or screenshots of anyone else without their permission.

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

- I understand that the school Digital systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- 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 school Digital systems for on-line gaming, on-line gambling, file sharing, or video broadcasting unless I have permission of a member of staff to do so.
- I will not copy anything that I do not have permission to use.
- I will not use Digital Systems such as AI for the purposes of plagiarism.

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

- 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 recognise that the school 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 only use my personal devices (mobile phones/Chromebook/BYOD/Wearables) in school if I have permission and in accordance with this policy. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I will not attempt to connect any unauthorised devices (e.g. Smart Speakers, streaming devices) to the Queenswood network.
- I understand the risks and will not try to upload, download or access any materials which are illegal 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 attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will only use chat and social networking sites with permission and at the times that are allowed and I will explicitly not attempt to access these sites during lesson time.

When using technology 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.
- I will properly reference other peoples work that I find and use on the internet.
- I will use AI to support my learning and will follow the detailed school rules and teacher instructions on when and how to use AI.
- I will not use AI to write answers for me and if I do have help from AI I will acknowledge this openly.
- If I use AI, I will review its output and check it for errors.

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

- I understand that the school 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 (examples would be cyber-bullying of pupils or staff, use of images or personal information, activities undertaken to damage the reputation of the school).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

**Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school Digital Systems.**

## Pupil Acceptable Use Agreement Form

This form relates to the pupil Acceptable Use Policy (AUP), to which it is attached. Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use Queenswood 1:1 Chromebook devices (both in and out of school).
- I use my own equipment in school (where allowed) e.g. mobile phones, wearables, BYOD, IPADs, tablets, cameras etc.
- I use my own equipment out of school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, VLE, website etc.

Name of Pupil	
Yeargroup	
Signature	Date

This policy should be read in conjunction with the below policies:

- Online Safety Policy
- Missing Pupil Policy
- Children Missing from Education
- Supervision Policy
- KCSIE (2023) and Annex A
- PSHCEE Policy
- RSE Policy
- Pupil Behaviour Policy
- Prevent Risk Assessment
- Staff Code of Conduct
- Anti-Bullying Policy