



**MAYFIELD GRAMMAR SCHOOL
GRAVESEND**

**ACCEPTABLE USE OF ICT
POLICY**

Mayfield Grammar School, Gravesend

ICT ACCEPTABLE USE POLICY

The following policy has been produced using KCC guidance for “Acceptable Use Policies for Education Settings and their Wider Communities” and is to be used in conjunction with MGSG Safeguarding and Child Protection, Online Safety Policy and Behaviour.

- I know that school computers and Internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I'm not sure if something is allowed then I will ask a member of staff.
- I know that my use of school computers/devices and Internet access will be monitored.
- I will keep my password safe and private as my privacy, school work and safety must be protected.
- 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 know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place, with a trusted adult present.
- I know that bullying in any form (on and off line) is not tolerated and I know that technology should not be used for harassment.
- I will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.
- I understand that it may be a criminal offence or breach of the school policy to download or share inappropriate pictures, videos or other material online. I also understand that it is against the law to take, save or send indecent images of anyone under the age of 18 and will visit www.thinkuknow.co.uk.
- I will protect my personal information online at all times.
- I will not access or change other people files, accounts or information.
- I will only upload appropriate pictures or videos of others online and when I have permission.
- I understand that I may only use my personal device/mobile phone in school if I have permission from a teacher in line with our school's Online Safety Policy, Behaviour Policy and Mobile Device Policy.
- I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources.
- I will always check that any information I use online is reliable and accurate.
- I will make sure that my internet use is safe and legal and I am aware that online actions have offline consequences.
- I will only change the settings on the computer if a teacher/technician has allowed me to.
- I know that use of the schools ICT system for personal financial gain, gambling, political purposes or advertising is not allowed.
- I understand that the school's Internet filter is there to protect me, and I will not try to bypass it.
- I know that if the school suspect that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices.
- I know and understand that if I do not follow the AUP then relevant members of staff will act in accordance with our school's behaviour policy.
- If I am aware of anyone trying to misuse technology then I will report it to a member of staff.
- I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared or uncomfortable.
- I know I can visit www.thinkuknow.co.uk www.childnet.com and www.childline.org.uk to find out more about keeping safe online.
- I have read and talked about these rules with my parents/carers.
- I understand and will follow MGSG's guidance regarding use of mobile technology in school.

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Responsibility

- I know I must respect the schools systems and equipment and if I cannot be responsible then I will lose the right to use them
- I know that online content might not always be true

Privacy

- I will keep my password and personal information private
- I know I must always check my privacy settings are safe and private

Respect and Reputation

- I will always think before I post as once I upload text, photos or videos they can become public and impossible to delete
- I will not use technology to be unkind to people

Safe and Legal

- I know that my internet use is monitored to protect me and ensure I comply with the schools acceptable use policy
- I am aware that copyright laws exist and I need to ask permission before using other people's content and acknowledge any sources I use
- I know it can be a criminal offence to hack accounts or systems or send threatening and offensive messages
- I know my online actions have offline consequences

Report

- I know that people online aren't always who they say they are and that I must always talk to an adult before meeting any online contacts
- If anything happens online which makes me feel worried or uncomfortable then I will speak to an adult I trust and visit www.thinkuknow.co.uk

At MGSG we want to ensure that all members of our community are safe and responsible users of technology.

We will support pupils to...

- Become empowered and responsible digital creators and users
- Use our school resources and technology safely, carefully and responsibly
- Be kind online and help us to create a school community that is respectful and caring, on and offline
- Be safe and be sensible online and always know that you can talk to a trusted adult if you need help

STAY SMART! online ONLINE Online Online

RESPONSIBILITY
I must respect the school's systems and equipment. If I can not be responsible I will lose the right to use them.
I must check the reliability of online content, in case it is untrue.

Privacy
I will keep my password and personal information secret.
I know I must always check that my privacy settings are confidential.

SAFE & LEGAL
I know that my internet use is monitored to protect me.
I am aware that copyright laws exist.
I know that my online actions may have offline consequences.
I know that it can be a criminal offence to hack accounts and systems or to send threatening and offensive messages.

RESPECT
I will always think before I post as once I upload content it can become public and difficult to delete.
I will not use technology to be unkind to people.

REPORT
I know that people online are not always who they say they are. I will always talk to an adult before meeting any online contacts.
If anything happens online which makes me feel worried or uncomfortable, I will speak to an adult I trust or visit www.thinkyounow.co.uk.

eis Kent Education IT Services
Kent County Council kent.gov.uk

Published by EIS Kent • 0300 065 8800 • www.alskent.co.uk

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