

Please see below the content copied from Oakwood High School's (OHS) electronic Pupil Acceptable Use Policy (AUP).

The answers to the questions asked in this AUP are stored online to emit paperwork.

Screenshots of the electronic AUP are pictured below the text.

Acceptable Use Agreement - Pupils

These are the rules you must follow when using any kind of IT in school

Introduction

IT stands for, Information Technology. This includes; the internet, email and mobile technologies (your iPad, or Chromebook). IT is an important part of learning in our school.

Oakwood High School expects all pupils to be safe and responsible when using any IT. It is essential that pupils are aware of e-Safety and know how to stay safe when using any IT. This information is shared regularly in assembly, tutor time and in lessons.

Pupils must read and discuss this agreement with their parent or carer. If there is anything that you do not understand about this agreement, you must ask your teacher to explain this to you. When you have read it and understood it, you must sign to say that you agree to follow these rules. If you have any concerns or you don't understand something ask your Tutor.

Section 1: IT Agreement (the rules you must follow)

1. I will only log onto Oakwood High School systems with my own username and password.
2. I will change my password regularly. If I think someone else knows it, I will change my password immediately.
3. I will not reveal my password(s) to anyone.
4. I understand that my use of the Internet and other IT can be monitored, and that my teachers and other school staff will sometimes look at how I am using IT and what I am storing on my devices and other school devices.
5. I understand that my teachers will look at and assess my work that I keep in my files.
6. I understand that when I use IT, this is logged on school systems and that my teachers can see this.
7. I understand that if I do something that I should not when using IT; for example, look at sites I am not supposed to, download Apps that I should not, or use offensive language or images; that school staff will respond to this. This may involve a sanction, informing my parents, my carers, and when it is really serious, the police and other people external to the school, such as social workers.

8. I will make sure that all IT communications with other pupils and my friends, teachers or others is responsible, sensible and appropriate and, most importantly, that it is not offensive or upsetting in any way.
9. I understand that I must keep my email inbox tidy and delete unnecessary emails regularly so that I can receive school emails from my teachers and other staff.
10. I will be responsible for my behaviour when using the Internet. This includes the things that I look at and the words that I use.
11. I will not give out any personal information such as name, phone number or address; this includes the details of other pupils or adults to anyone.
12. I will not share photos/images/videos of myself or anyone else that are inappropriate with anyone and will tell my Tutor or Head of House if anyone sends something like this to me.
13. I will not copy someone else's work or images and pretend that they are mine.
14. I will respect the privacy and ownership of others' work online at all times.
15. I understand that if I bring unauthorised electronic equipment into school and use it, that it will be confiscated and my parents/carers will be asked to come into school to collect it.
16. I will report any concerns that I have about myself or anyone else online to a member of staff in school.

Section 2: Device Agreement

1. I understand that the school has provided me with my device to help me to learn – this is what the school calls a learning device.
2. I know that Oakwood has invested a significant amount of money in the device, so I will look after the device.
3. I will bring my device, into school every day, fully charged, as part of my essential equipment.
4. I will delete any personal downloads if the space is needed for learning resources.
5. I will only take/use photos, images and videos of pupils and/or staff with their permission. I know that if I take pictures or videos of other pupils and staff without their permissions that I will get into trouble for this.
6. I will ensure that all my online activity, both in school and outside school, will not cause anyone, (my family, my school, the staff, pupils or others) distress, upset or bring them into disrepute.

7. I will only use this device when it is safe to do so e.g. not on the corridors (unless directed by a member of staff during lesson time), not whilst walking to and from school.
8. I will only play music/audio in designated areas or with a member of staff's permission.
9. I understand that I can only use my headphones in school, if a member of staff says that I can.
10. I understand that the reason I have been given a device is for learning and making progress, my apps and the content of my device should show this. I will not download any of the banned apps (iPad only).
11. I will keep my device within the supplied protective slipcase at all times with the screen protector attached (iPad only). I know that if I don't my device may be confiscated.
12. I will not try to get around security or web filtering on any device I use at school.
13. I understand that connecting my mobile device to a mobile hotspot is unacceptable in school.
14. I will only use the genuine device charger provided to me by the school.
15. I will use my device when appropriate, ensuring that the apps I use are for learning purposes.
16. I will not message others or play games during lesson or tutor time.

Finally, and importantly:

I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied.

Declaration

Parent and Pupil:

1. We have discussed this document and my son/daughter agrees to follow the rules in this agreement rules and to support the safe and responsible use of IT at Oakwood High School.

2. We understand that these rules are designed to keep pupils safe and that if they are not followed, school sanctions will be applied. The school has a duty and the right to report any illegal or significantly inappropriate to the police or other agencies for further action.

Parent:

3. I understand that my son/daughter has been supplied this device for the sole use of supporting their learning and that he/she is responsible for this device during his/her time at Oakwood High School.

4. I understand that the device remains the property of Oakwood High School, should my son/daughter leave Oakwood before completing all exams in Year 11 that the device will have to be returned in good condition, should this not happen the school reserves the right to charge for repair or replacement of the device.

5. I understand that should the device be accidentally or maliciously damaged, vandalised, lost or stolen that the school reserves the right to charge to repair or replacement of the device.

Please fill in the following information:

Asset Tag:

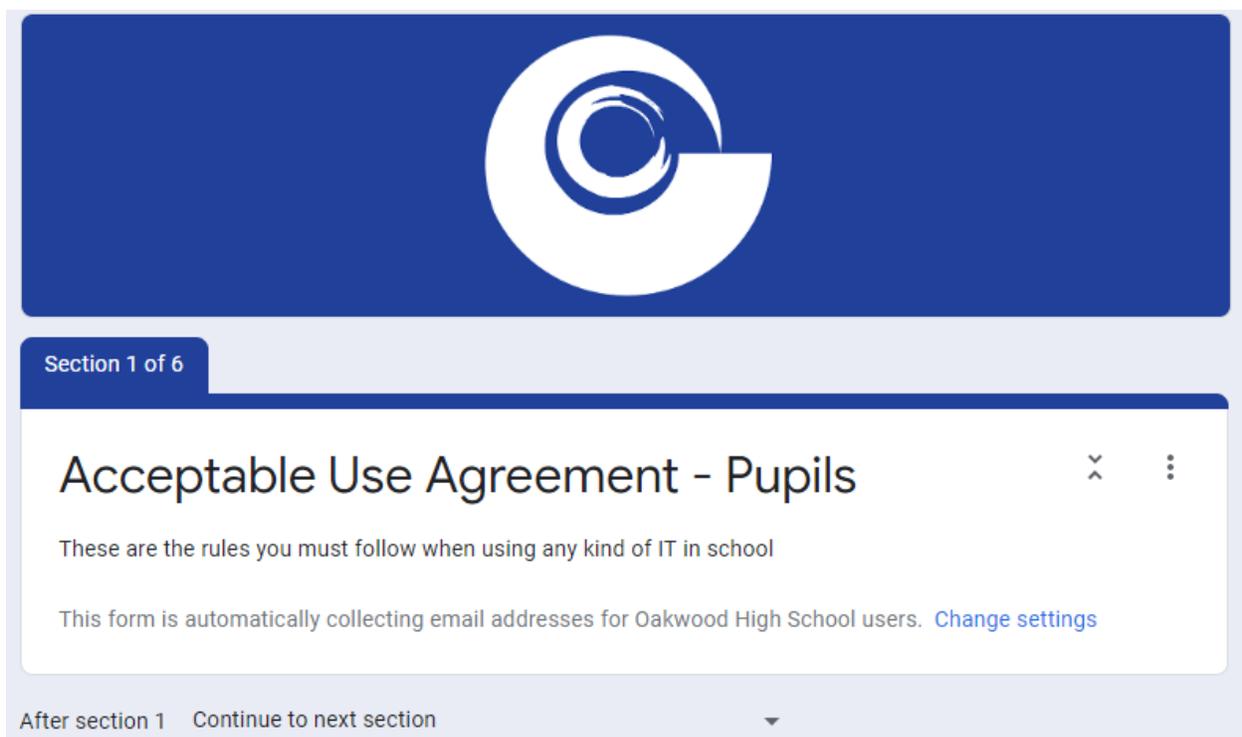
Pupil Name:

Parent/Carer Name:

Issued by (Staff only):

Date:

Screenshots:



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Please fill in the following information:



By filling in the following information, you are confirming you have read and understood the Acceptable Use Agreement.



Asset Tag: *

Short answer text

Pupil Name: *

Short answer text

Parent/Carer Name: *

Short answer text

Issued by (Staff only): *

Short answer text

Date: *

Month, day, year

