KS3 and KS4 Acceptable Use Policy

What is an AUP?
We ask all young people and adults involved in the life of Cottenham Village College to sign an Acceptable Use Policy, which is a document that outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).

Why do we need an AUP?
These rules have been written to help keep everyone safe and happy when they are online or using technology. Sometimes things go wrong, and people get upset, but these rules help us avoid it where we can.

School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. This means anything you do on a school device or using school networks/platforms/internet (including from home when home learning) may be viewed by one of the staff members who are here to keep you safe.

But it's not about systems and devices – it's about behaviour. So, the same rules apply when you are at school as when you are home learning or just having fun with friends.

Where can I find out more?
If your parents/carers want to find out more, they can read Cottenham Village College's Safeguarding Policy for more detail on our approach to online safety and links to other relevant policies (e.g. Behaviour Policy).

If you have any questions about this AUP, please speak to your form tutor.

What am I agreeing to?

BEHAVIOUR - FOR ANY DEVICE, APP, SITE OR GAME, AT SCHOOL AND AT HOME:
- Anything I write, post or share online will be necessary, relevant, positive and respectful.
- I will treat myself and others with respect at all times, treating others the way I would like to be treated and speaking to people as I would face to face.
- I will always be positive and creative, aiming to learn and share, develop new skills, have fun and prepare for the future.
- I know it can be hard to put down devices (for adults too), so when parents/carers or teachers talk to me about it, I will be open and honest if I am struggling.
- I will always protect my reputation and that of the school, staff, students and others.
- I only use apps, sites and games I am old enough for. I know most social media are 13+ and games can have higher age ratings. I know 18-rated games are not just more difficult but are only suitable for people over this age. They could be harmful to me if I am under 18.
- When I am at school or using a school system or device, I will only use apps, sites or games that I have been told are appropriate for school use.
- I will always avoid taking risks online and doing anything that encourages hate, discrimination or bullying.
- I know just calling something banter doesn't make it okay - if it is upsetting it could become bullying; if jokes are all one-sided, and the other person is upset, it is time to stop!
- I will not use technology to bully, impersonate, harass, threaten, make fun of or upset anyone, at school or outside. I will stand up for my friends by sharing this with a Trusted adult.
- I know people online might not be who they say they are, even if the picture and name are from someone I know, so I am always very careful when someone wants to add me.
- I will always talk to a trusted adult before I meet someone face to face who I have only met online. I will never meet anyone I meet online alone.
- I will only use my personal devices (mobiles, smartwatches etc) in school if I have been given permission, and I will never take secret photos, videos or recordings of teachers or students, including when learning remotely.

- I will check location and privacy settings the first time I install an app and regularly afterwards because many apps can show everyone where I am, where I live and go to school (I know that they may reset without asking).
- I don't have to keep a secret or do a dare or challenge just because someone (even a friend) tells me to – real friends don't put you under pressure to do things you don't want to. If I promise to do something and then realise it is a bad idea, I don't have to do it.
- I can always say no online, end a chat or block someone.
- I will not attempt to watch pornography on a school device. I know that there are risks associated with watching pornography online. Children and young people who watch porn or sexually explicit content are at greater risk of developing:

    I. unrealistic attitudes about sex and consent
    II. more negative attitudes about roles and identities in relationships
    III. unrealistic expectations of body image and performance

- I will treat all devices with respect. I will not cause any physical damage, or try to change something, that could cause difficulty for someone else. If I use a device and find that it has been damaged, or something has been changed, then I will tell a trusted adult immediately. If I damage a device on purpose, I understand that I will be subject to the Academy's behaviour policy and any applicable sanctions.
- I will not install or attempt to install programmes of any type on a school device without staff permission.
- I understand that storage provided by the school is for school related purposes only.
- I will only email staff members using the school email system and I understand that the school email system is only for school related work. All emails will be courteous.

SHARING:
- I know anything I do can be shared and may stay online forever - even disappearing or anonymous messages can be traced and saved; deleting a post won't remove people's screenshots. Anything I do online now may be available online when I am an adult and poor decisions could affect my future.
- I will respect my body and other people's: use positive language; not share photos or videos to shame or embarrass; never share revealing images or where I/they aren't fully dressed.
- It is not my fault if I stumble across (or somebody sends me) something violent, sexual or otherwise worrying; I will not share or forward it, but I will ask a trusted adult for advice/help.
- I will not post, look at, upload/download or share material that could be offensive, misleading, harmful or illegal. If I come across anything that is of concern, I will report it immediately.
- I will not share anybody's personal information that can be used to identify me, my family or my friends on any online space, unless a trusted adult has given permission or reviewed the site.
- I will always check sources before sharing news or information, because I know anything I see online could be biased and misleading, and there are lots of spoof accounts.
- If I choose to livestream, I will make sure my parents/carers know about it first, and I will always check my privacy settings and know who can see what and when. I am careful what information I share during at Livestream, and make sure that I do not say things that could upset or hurt others.

ACCESS, SECURITY & SETTINGS:
- I understand that the school may be able to track my activity whenever I am on any school device or system, including school devices or systems when I am at home. This means they may be able to access my emails or see what websites I visited. School computers, laptops and devices are monitored, and anything that I type or view while using these devices can be seen by teachers and staff at school.
- I will keep login details secret and change my password regularly. If I think someone knows my password, I will change it; if I think they have used it, I will tell a teacher.
- I will not leave my school computer unattended without locking it first.
- I will not try to bypass school security in any way or access any hacking files or tools.
- I will only edit or delete my own files and not view, change or delete other people's files or user areas without their permission.
- If I am not expecting to receive a file or link from someone, or it looks strange to me, I will double-check with the person it is from (in a new message, not by clicking reply) before clicking.
- I will not download copyright-protected material (text, music, video etc.).

- I understand that internet access in School is filtered to reduce the likelihood of unsuitable material being shown on school devices, but I know that I can report anything that I think should be filtered to a trusted adult.

GETTING HELP:
- I will tell a trusted adult if I have a problem or am worried about something online, and I will encourage my friends to do so too. Even though it might not feel like it, statistics show that telling someone helps!
- If I see anything that shows people self-harming or encouraging others to do so, I will report it on the app, site or game and tell a trusted adult straight away.
- School staff and private tutors should not behave differently in private or online than when the whole class is in a room together, so if I ever get asked or told anything online that would be strange in school, I will tell another teacher.
- I might be contacted online on Bromcom, Office 365, Email or Microsoft Teams by my teachers, school staff or tutors about my learning, wellbeing or behaviour. If I am contacted by someone else, I will tell another teacher or Mrs Stearn.
- If I see, watch, read, hear or receive anything I am unhappy with or I receive a message that makes me feel uncomfortable, e.g. bullying, sexual, violent or extremist/hateful content, I will not respond to it but I will talk to a trusted adult about it.
  I know I can also report unwanted sexual harassment or abuse from the school community and get help form the Designated Safeguarding Lead, Mrs Stearn, or via the NSPCC at help@nspcc.org.uk or by calling 0800 136 663.
- I know who my trusted adults are at school, home and elsewhere, but I can also get in touch with Childline, The Mix, or The Samaritans or use the school Tell Us email which is CVCTellUs@astreacottenham.org

I have read and understood this agreement:	Name:
	Date:

My trusted adults in school are:	
My trusted adults outside of school are:	