The Chantry School – Pupil Acceptable Use Policy (AUP)

Introduction

At The Chantry School, we value the role of technology in enhancing learning. This policy sets out how pupils are expected to use school devices, personal devices on the school network, and any digital tools or platforms provided by the school. It aims to keep everyone safe, protect the integrity of our systems, and promote responsible online behaviour.

Acceptable Use Agreement

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

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will treat others with respect in all online 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 understand that I should not write down or store a password where it is possible that someone may steal it.
- 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 on-line.
- 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 an adult with me.
- I will ask for permission before sharing or using images, videos, or personal information of others.
- 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 avoid opening suspicious emails or links.
- Use all technology provided or accessed through school for learning and educational purposes only, unless given permission for other uses.
- I will only social media or messaging tools when directed by a teacher.

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

- I understand that the school's systems and 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 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 will not take or distribute images of anyone without their permission.

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 own personal device(s) in school if I have permission from my teacher to do so. I understand that when I use my own device(s) in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- 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 to **itsupport@chantryschool.com**
- 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)
- 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 settings.
- I will only use social media sites with permission and at the times that are allowed.
- The school has the right to confiscate any electronic device (personal or school owned) if they reasonably believe that it has been used to commit an offence, crime or breached the school rules in any way

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 (eg 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.

When using Artificial Intelligence, I recognise that AI tools should be used to enhance my learning, but specific guidelines must be used:

- I must only use AI for schoolwork, like research, writing help, or solving problems—not for games or non-school stuff.
- I should check carefully that any information AI gives me is true and reliable by double-checking with other sources.
- I must make sure my work is my own. It's okay to use AI for ideas, but I must write in my own words and show my own understanding.
- I will not use AI during any assessments for any reason.
- I should never enter personal information like my name, address, or passwords into AI tools.

- I must report it to a teacher if I see someone using AI to cheat or do something dishonest

Should the School need to use Online Support Learning (Virtual Lessons) such as TEAMs, I understand that:

- I understand I should attend virtual lessons dressed appropriately and in a suitable workspace (e.g., not on a bed, with background blurred or neutral).
- My behaviour and language should match classroom expectations at all times, including for anyone else in the room. If I behave or conduct myself inappropriately in a lesson, the lesson is likely to be terminated for me and an appropriate sanction given.
- Lessons may be recorded for educational purposes; these recordings must not be copied, edited, or shared by pupils.
- Pupils should report any concerns to their teacher or a designated safeguarding lead via beheard@chantryschool.com.
- Any serious misconduct may result in the lesson being ended for that pupil and further sanctions applied.

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 are onlinebullying, use of images or personal information).

I understand that if I fail to comply with this acceptable use agreement, I may be subject to discipline in line with the Behaviour Policy. This could include:

- Verbal or written warning.
- Loss of access to devices or digital platforms.
- Detentions or further sanctions in line with the school's Behaviour Policy.
- Involvement of parents or external authorities in serious cases.

Unacceptable use of the school's ICT facilities includes:

- Using the school's ICT facilities to breach intellectual property rights or copyright
- Using the school's ICT facilities to bully or harass someone else, or to promote unlawful discrimination
- Breaching the school's policies or procedures
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Online gambling, inappropriate advertising, phishing and/or financial scams
- Accessing, creating, storing, linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate or harmful
- Consensual and non-consensual sharing of nude and semi-nude images and/or videos and/or livestreams

- Activity which defames or disparages the school, or risks bringing the school into disrepute
- Sharing confidential information about the school, its pupils, or other members of the school community
- Connecting any device to the school's ICT network without approval from authorised personnel
- Setting up any software, applications or web services on the school's network without approval by authorised personnel, or creating or using any programme, tool or item of software designed to interfere with the functioning of the school's ICT facilities, accounts or data
- Gaining, or attempting to gain, access to restricted areas of the network, or to any password-protected information, without approval from authorised personnel
- Allowing, encouraging or enabling others to gain (or attempt to gain) unauthorised access to the school's ICT facilities
- Causing intentional damage to the school's ICT facilities
- Removing, deleting or disposing of the school's ICT equipment, systems, programmes or information without permission from authorised personnel
- Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user is not permitted by authorised personnel to have access, or without authorisation
- Using any removable storage device including but not limited to USB memory sticks and external hard drives without express permission with a legitimate purpose.
- Using inappropriate or offensive language
- Promoting a private business, unless that business is directly related to the school
- Using websites or mechanisms to bypass the school's filtering or monitoring mechanisms
- Engaging in content or conduct that is radicalised, extremist, racist, antisemitic or discriminatory in any other way

Agreement

By using school technology or the network, pupils agree to this Acceptable Use Policy, which supersedes the previous version. A signed pupil agreement will be collected, and unless otherwise stated, use of school systems will be taken as acceptance. Parents/carers are deemed to have accepted the policy through their child's use.

I have read and understand the above pupil Acceptable Use Policy and agree to follow these guidelines.