CHARTERHOUSE

IT PUPIL ACCEPTABLE USE POLICY

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Introduction

To be read in conjunction with the Charterhouse Safeguarding and Child Protection Policy, Mobile Computing Device Policy and Promotion of Good Behaviour Policy.

Digital technologies have become integral to the lives of children and young people, both within School and outside School. These technologies are powerful tools, which present new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe access to these digital technologies.

This acceptable use agreement is intended to ensure:

- that pupils will be responsible individuals and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that School systems and other users are protected from accidental or deliberate misuse that could put the security of the School systems at risk.

Acceptable Use Agreement

I understand that I must use the School's digital systems responsibly to protect my safety, the security of the School systems, and others.

Personal Safety

- I understand that the school will monitor my use of its digital systems, devices, and digital communications and that concerns about the use of digital systems could be reported to the Safeguarding/Pastoral team.
- I will keep my usernames and passwords secure and private.
    - If compromised, I will report to the IT Department or change the password immediately.
- I will only share personal information, like my name or address, only when crucial and with permission.
- I will be cautious when meeting online contacts in person, only doing so with a trusted adult in a public place.
- I will take responsibility for my actions online, using strategies such as blocking or ending chats if needed.
- I will share images of myself or others only when it is safe and will ensure the images are appropriate and respectful.
- I understand that sharing nude or semi-nude content can cause distress, may be illegal and could lead to prosecution / criminal records.
- I will report harmful or unpleasant material, messages, or anything that worries or upsets me to a trusted adult.

Respecting Others' Work and Information

- I will seek permission before using or adapting someone else's work.
- I will only use Artificial Intelligence (AI) tools approved by the school and ensure my use is ethical, legal, and transparent.
- I will verify information I find online, as it may not always be accurate or truthful.
- I will fact-check and critically evaluate AI-generated content including misinformation and disinformation online, including conspiracy theories, for accuracy, bias, and discrimination before sharing or publishing.
- I will avoid downloading or using copyrighted or protected materials without proper permission.

Responsible Online Behaviour

- I understand that the school follows the Department for Education's filtering and monitoring standards, to ensure safe access to online content.
- I will immediately report any damage, faults or failings involving equipment or software; however, this may have happened.
- I will adhere to the age requirements for social media, apps, and tools.
- I will balance my online and offline activities to promote a healthy lifestyle.
- I understand that some online behaviours might be regarded, by some, as fun but can have serious consequences – this might include taking (or sharing) images/videos of staff, fights, pupils in embarrassing situations, including creating AI imagery of any kind involving images of pupils or the setting up of fake accounts.
- I will protect my online reputation and that of the School, its staff, and other pupils.
- I will ensure my behaviour reflects positively on the School, both in and out of School settings.
- I will only use my own personal devices (mobile phones etc.) in school in line with the School's Mobile Computing Device Policy and I understand that if I do use my own devices 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 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 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 bully, harass, threaten, upset or make fun of others. If I become aware of any such incidents, I will report this to a trusted adult.
- I will only use platforms or software approved by the School and will not attempt to bypass the filtering/security systems in place. If I become aware of any such attempts, I will report this to a trusted adult.
- I understand cybersecurity poses a risk to both me, other pupils and the school and will ensure I take precautions before accessing emails, messages, links or providing information verbally with any outside parties not directly connected to Charterhouse. I will check with trusted adults if I have any such concerns.
- I will not attempt to disrupt or circumvent any school systems or infrastructure.

Consequences of Misuse

- I understand that failing to follow this agreement may lead to disciplinary action in line with the school's Promotion of Good Behaviour Policy.
- 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 online bullying, use of images or personal information).