QMHS Social Media and ICT Acceptable Use Agreement

Student Name: _____ Form: _____ Start date: 2nd September 2024

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The Internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and raise awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times, and this Social Media and Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet, social media and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that students will have good access to ICT to enhance their learning and will, in return, expect the students to agree to be responsible users. The term 'school ICT systems' includes desktop computers, laptops, tablets, cameras/video equipment, Wi-Fi/BYOD system, projectors, smartboards and any other electronic equipment issued by the school.

Student Agreement

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

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will maintain the confidentiality of my username and password: I will not share them, nor will I try to use any other person's username and password.
- I will be aware of ‘stranger danger’ when I am communicating online.
- I will not disclose or share personal information about myself or others when online.
- If I arrange to meet people offline that I have communicated with online, I will do so in a public place and take an adult with parental responsibility with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- I understand that everyone has equal rights to use technology as a resource and:
- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use.
- 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 not use the school ICT systems for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (e.g., YouTube)
- I will not send emails to whole year groups of students or entire cohorts unless directed to or approved by a member of staff.
- 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 will not bring the school's name into disrepute through my use of ICT.

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 understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I 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.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will not use chat and social networking sites. I understand that I can use Microsoft Teams to interact with fellow students where appropriate.

When using the internet for research 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 (including 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.

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 would be cyber-bullying, use of images or personal information).

When using social media in my own time:

- I understand that in a free society, there is understandably little regulation of 'social' activity

However, I will remember to:

- Be kind in any comments that I make.
- Take responsibility for anything that I choose to post.
- Consider the long-term implications of content posted digitally.
- Not post inappropriate, offensive or illegal content to your own or other digital spaces.
- Not respond to any messages which are inappropriate or rude.
- Not get drawn into negative group chats that can cause harm or distress to others in the group.
- Use netiquette – being polite to others digitally in the same way you would offline.
- Not open messages from someone I don't know.
- Not send messages when angry.
- Adhere to any website's terms of use – including age restrictions.
- Think carefully about the timing of any messages and its effect on the recipients' work/life balance.

Another guiding principle should be that real-life social rules are the best analogy for understanding the opportunities and risks of social media for example, staff and students are not 'friends'. I understand that if I fail to comply with this Social media and ICT Acceptable Use Agreement, I will be subject to disciplinary action according to the school behaviour for learning policy. Please sign below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school ICT systems and equipment (both in and out of school).
- I use my own equipment in school (when allowed) e.g., mobile phones, tablets, laptops, PDAs, cameras, storage devices etc.
- I use my own equipment out of school in a way that is related to me being a member of this school e.g., communicating with other members of the school, accessing school email, VLE, website etc.

Signature of Student: _____ Date: _____