St. Stephen's International School - Student IT Acceptable Use Policy

Contents

Introduction

Digital technologies have become integral to the lives of children and young people, both within and outside school. These technologies are powerful tools that open up new opportunities for everyone, stimulating discussion, promoting creativity, and enhancing learning. Students should have an entitlement to safe internet access at school.

This Acceptable Use Agreement is intended to ensure:

- Students are responsible users and stay safe while using the internet and other digital technologies for educational, personal, and recreational use.
- The school systems and users are protected from accidental or deliberate misuse that could put the security of the systems at risk.
- Students have good access to digital technologies to enhance their learning and are expected to use them responsibly.

Acceptable Use Policy- Student Agreement

I understand that I must use school systems responsibly to ensure that there is no risk to my safety or the safety and security of the systems and other users.

AI Usage Guidelines

- **AI Tools and Applications:**
    - I understand that AI tools (e.g., ChatGPT, AI image generators) must be used responsibly and ethically.
    - I will not use AI to generate content that is harmful, misleading, or inappropriate, including fake news, deepfakes, or plagiarized content.
    - I will use AI tools to support my learning and creativity while respecting intellectual property rights.
    - I will not use AI to complete assignments or exams unless explicitly allowed by a teacher.
- **Transparency in AI Use:**
    - I will disclose when AI tools have been used in the creation of my work, particularly in cases where it might influence the originality of the content.

Personal Safety

- The school will monitor my use of the systems, devices, and digital communications.
- I will keep all my usernames and passwords safe and secure, not share them, and not try to use any other person's usernames and passwords. I understand I should not write down or store passwords where they could be stolen.
- I will be aware of "stranger danger" when communicating online.
- I will not disclose or share personal information about myself or others online (e.g., full names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details).
- I will not arrange to meet people offline that I have met solely via the internet.
- I will immediately report to my teacher any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable online.
- I will not use social media sites inside school unless given specific permission from a member of staff.

Use of School Systems

- I understand that the school computer systems (Wi-Fi) and devices are primarily intended for educational use at all times and that I will not use them for personal or recreational use unless I have permission.

- I will not try 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 systems or devices for online gaming, gambling, shopping, or file sharing, unless I have specific permission from a member of staff.

Respect for Others

- 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, avoiding strong, aggressive, or inappropriate language. I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.
- I will not log on to the school network as any other St. Stephen's pupil other than myself unless I have a teacher or member of staff's specific permission.
- I will not impersonate another pupil or member of staff in any way, including sending or reading emails from their school account.

Security and Integrity

- I will not upload, download, or access any materials that are illegal, inappropriate, or may cause harm or distress to others, nor will I try to use any programs or software that might allow me to bypass the filtering/security systems in place.
- I will immediately report any damage or faults involving equipment or software, however, this may have happened.
- I will not open any hyperlinks in emails or attachments unless I know and trust the person/organization who sent the email or if I have any concerns about the validity of the email.
- I will not install or attempt to install or store programs of any type on any school device, nor will I try to alter computer settings.
- I will not plug USB storage devices into school computers without a teacher or other senior member of staff giving me specific permission first.

Internet Research and Copyright

- I will 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 using the internet to find information, I will check that the information is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

- I will identify and give credit to the original source of any writing that I use in my own work.

Remote Learning and Personal Devices

- **Appropriate Online Behavior:**
  - I will maintain the same standards of behavior online as I am expected to exhibit in the classroom, including dressing appropriately for virtual classes and participating actively and respectfully.
  - I will not share or record virtual classes or communications without explicit permission from the teacher and all participants.
- **Cybersecurity Practices:**
  - I will ensure my home network and devices are secure when participating in remote learning, including keeping software up to date and using antivirus protection.
  - I will report any suspected cybersecurity incidents immediately to the school IT department.
- **Use of Personal Devices:**
  - I will use my own devices (e.g., mobile phones, tablets, laptops, gaming devices, USB devices, cameras) in school responsibly and in accordance with this AUP.
  - I will not use my devices to access inappropriate content or engage in activities that could compromise the security of the school's network.

Social Media Use

- I will not create, share, or engage with content on social media that could harm the reputation of the school or its community members.
- I will respect the privacy of others and not share images, videos, or information about classmates or teachers without their consent.
- I will not use the school network to access social media, unless given permission from a teacher.

Cyberbullying and Digital Citizenship

- **Cyberbullying:**
  - I understand that cyberbullying, whether inside or outside of school, is unacceptable and will be subject to disciplinary action.
  - I will be an upstander by reporting any instances of cyberbullying I witness or experience.
- **Digital Etiquette:**
  - I will respect the digital spaces we share, avoiding spam, inappropriate content, or disruptive behavior in online forums and discussions.
  - I will be mindful of my digital footprint and understand that my online actions can have long-term consequences.

Consequences of Misuse

I understand that the school has the right to take action against me if I am involved in incidents of inappropriate behavior that are covered in this agreement, whether in or out of school. Consequences may include:

- Loss of access to the school network/internet
- Detentions or suspensions
- Contact with parents
- Involvement of the police in the event of illegal activities

Acknowledgment and Agreement

Please complete the sections 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 systems and devices.

I have read and understand the remote learning and schools' computers and network acceptable use policy and agree to follow the guidelines when:

- I use the school computer systems and devices (both in and out of school)
- I use my own devices e.g. mobile phones, tablets, laptops, gaming devices, USB devices, cameras etc. in school.
- I use my own equipment out of the school in a way that is related to me being a member of this school or part of remote learning e.g. communicating with other members of the school, accessing school email, completing homework, use of educational/apps software, etc.

Full Name (BLOCK CAPITALS): _____

Nickname: _____

Year group and form class: _____

Signed: _____

Date: _____