

Bradford Grammar School

Pupil ICT Acceptable Use Agreement

This policy applies to the Senior School and is published to parents, pupils and employees.

Reviewed 20 September 2017

Vision Statement:

“Bradford Grammar School aspires to develop well rounded young people who confidently and safely navigate the digital world and promotes innovative and effective pedagogy through the use of technology. The school will provide outstanding infrastructure, support and training to all members of our community for the achievement of our vision.”

Bradford Grammar School understands that the considered use of technology for teaching and learning has great advantages. It can allow work to be completed more efficiently by pupils, broaden the kinds of tasks undertaken, enrich and enliven lessons and provide opportunities for creativity, differentiation and stretch.

The School expects that all pupils will behave with courtesy and sensitivity to others at all times including when using technology. The School takes all reasonable steps to ensure safe internet access at all times, but pupils must also understand how to use the internet and social media safely and responsibly. Antisocial and potentially harmful behaviour of any kind through the misuse of technology is unacceptable and will be dealt with according to the School's Behaviour Policy. This applies to activity off site as well as at school if it has a negative impact on members of our School community. The Assistant Head Pastoral will keep a record of incidents of poor behaviour involving the internet and technology and how they were dealt with.

All pupils are educated in the safe and discerning use of technology through assemblies, form tutor time, the Personal Development programme, external speakers and through schoolwork which provides opportunities for the use of computers and mobile devices. Personal mobile devices are permitted at School provided they are used in accordance with this Acceptable Use Agreement and the School's Mobile Phone Policy.

Excessive amounts of screen time are however discouraged and pupils must follow the instructions of BGS staff about when it is appropriate to use a mobile device. A healthy and balanced engagement with technology and digital space is fostered at the School as part of a well-rounded education.

This ICT Acceptable Use Agreement for pupils is intended to ensure that young people will be responsible users of the internet and will stay safe while using digital technologies.

All pupils at Bradford Grammar School are required to read, understand and sign the School's Pupil ICT Acceptable Use Agreement when they first join the School and to re-read and re-sign the latest version of this agreement at the beginning of each academic year.

Terms of the Agreement

I understand that I must use 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.

I recognise the importance of keeping myself safe:

- I will at all times keep my username and password safe and secure and will never share them
- I will not disclose or share personal information about myself or others when on-line
- I will report to a member of staff any unpleasant or inappropriate material, messages or anything that makes me feel uncomfortable when I see it on-line
- I understand that the School will monitor my use of the network, devices and digital communications in order to ensure my safety

I recognise the importance of treating others with respect:

- I will respect the work and property of others and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission
- I will not interfere with the on-line accounts of others or log in as someone other than myself
- I will be polite and responsible when I communicate with others on-line, and shall not use offensive, aggressive or inappropriate language
- I will never participate in any sort of on-line bullying
- I will not take or distribute images/videos of anyone without their permission
- I will not encourage or put pressure on another pupil to act irresponsibly on-line

I understand that I share responsibility for maintaining the security and integrity of the technology the School offers me:

- I will only use my personal mobile devices in school in contexts where this is allowed
- I will not upload, download or access any materials which are illegal or inappropriate (i.e. defamatory, obscene or discriminatory)
- I will not try to use any programs or software which might allow me to bypass the filtering / security systems in place to prevent access to such materials
- I will not open any attachments to emails or click on hyperlinks in emails if I have any concerns about doing so (due to the risk of these containing viruses or other harmful programmes)
- I will only use age appropriate social media sites with permission and at the times that are allowed

When using the internet for research, I recognise that:

- I should ensure that I acknowledge the original work of others in my own school work
- Where work is protected by copyright, I will not try to download copies illegally
- When I am using the internet to find information, I will take care to check that the information I access is accurate, since I understand that the work of others may be unreliable or biased

I understand that I am responsible for my actions, both in and out of School:

- I understand that the School has the right to take action against me if I am involved in any incidents of inappropriate behaviour covered in this agreement both when I am out of School and where they involve my membership of the School community (e.g. involvement in cyber-bullying, inappropriate use of images or personal information)
- I understand that if I fail to comply with this Acceptable Use Agreement, I will be subject to disciplinary action
- I understand that the School will need to inform the police if I am involved in any on-line activity which is illegal

I have read and understood the above and I agree to follow these guidelines whenever:

- I use Bradford Grammar School's systems and devices (both in and out of school)
- I use my own mobile devices in Bradford Grammar School
- I use my own equipment outside Bradford Grammar School in a way that is related to my being a member of Bradford Grammar School e.g. communicating with other pupils or staff, accessing School email, a Virtual Learning Environment (Firefly), the School website etc.

Name of Pupil (printed):..... Form:

Pupil Signature:..... Date:

Parental Countersignature: Date: