

Holmesdale Student Acceptable Use Policy

- I know that if I do not follow the AUP then I will be subject to Holmesdale behaviour sanctions.
- I understand that Holmesdale technology is to be used to support my learning.
- I know that my use of school technology will be monitored.
- I will keep my password safe and private.
- If someone else gets to know my password, then I will immediately inform a member of staff and I will then get a new password.
- I will log off from computers and devices every time I have to leave these unattended.
- I understand that the school's Internet filter is there to protect me, and I will not try to bypass it.
- I know that if the school suspect that I am behaving inappropriately with technology, then enhanced monitoring procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices
- If I am aware of anyone trying to misuse technology then I will report it to a member of staff.
- I will only make internet searches for educational reasons and will not search inappropriate subjects.
- I will only change the settings on Holmesdale computers/ devices if a teacher/technician has allowed me to.
- I will not access or change other people's files, accounts or information.
- I will not plagiarise. My writing will be my own and I will not cut and paste from the internet.
- I will not take pictures or sound recordings at any time when I am at school without permission from a member of staff.
- I will only use my personal device in school in line with Holmesdale's mobile device policy.
- I will not upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.
- I understand that it may be a criminal offence to download, share or pass on inappropriate pictures, videos or other material online.
- I understand that it is against the law to take, save, send or forward indecent images of anyone under the age of 18.
- I know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult.
- I know that bullying in any form is not tolerated so I will be respectful at all times to others' feelings when communicating online in any form.
- I will inform Holmesdale staff if I have witnessed, at any time, bullying or harassment of any member of the school community.
- I will check with an adult before sharing personal information online.
- I will speak to an adult I trust if something happens online to either myself or another student which makes me feel worried, scared or uncomfortable.

KEEPING SAFE ONLINE

At the Holmesdale School, we want to ensure that all members of our community are safe and responsible users of technology.

We will support students to...

- Become empowered and responsible digital creators and users
- Use our school resources and technology safely, carefully and responsibly
- Be kind online and help us to create a school community that is respectful and caring, on and offline
- Be safe and be sensible online and always know that you can talk to a trusted adult if you need help.

Responsibility

- I know I must respect Holmesdale's systems and equipment and if I cannot be responsible then I will lose the right to use them.
- I know that online content might not always be true.

Privacy

- I will keep my password and personal information private.
- I know I must always check my privacy settings are safe and private.

Respect and Reputation

- I will always think before I post as once I upload text, photos or videos they can become public and impossible to delete.
- I will not use technology to be unkind to people.

Safe and Legal

- I know that my internet use is monitored to protect me and ensure I comply with Holmesdale's acceptable use policy.
- I am aware that copyright laws exist and I need to ask permission before using other people's content and acknowledge any sources I use.
- I understand that it is against the law to take, save, share or send indecent images of anyone under the age of 18.
- I know it can be a criminal offence to hack accounts or systems or send threatening and offensive messages.
- I know my online actions have offline consequences.

Report

- I know that people online aren't always who they say they are and that I must always talk to an adult before meeting any online contacts.
- If anything happens online which makes me feel worried or uncomfortable then I will speak to an adult I trust .