GDST
GIRLS' DAY SCHOOL TRUST

Key Stages 3-5: Acceptable Use Agreement

I will be a **responsible user and stay safe** when using the internet and other digital technology. Following these rules will help to keep everyone safe and be fair to others. School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies and online services.

Responsible User

1. I will ensure that my online activity or use of mobile technology, in school or outside school, **will not cause my school, the staff, students or others distress**, or bring the school into disrepute.
2. I understand that whilst in school, GDST **provided wifi is filtered and device use is monitored.** I also understand that all school-owned devices used outside of school may be subject to filtering and monitoring and should be used as if I am in school.
3. I will only use my **personal devices** (mobile phones, tablets, laptops, USB devices etc) in school if I have been given permission to do so.
4. I will only use the **school's internet** and any device I may be using in school for appropriate school activities and learning, unless I have permission to engage in recreational activities (e.g. in a lunchtime club or after school).
5. I will only use my **school email and account details** to contact people as part of learning activities.
6. If using my own device, I will log into Microsoft Edge with my school account for school purposes only, and will use another browser with personal details for personal usage.
7. I will keep my **logins, IDs and passwords** secret and change my password regularly. If I think someone knows one of my passwords, I will change it. I will not leave my computer unattended if I am logged on and will only login with my username and password.
8. I will not knowingly **bring files into school or download files** that can harm the school network or be used to bypass school security, such as VPN programmes.
9. I will be careful when **opening files and attachments,** checking for viruses etc. If I am unsure, I will never open a file, hyperlink or any other attachment. If I am suspicious about a file or attachment, I will let a teacher or member of the ICT Support Team know.

10. I will only **edit or delete** my own files and not (even try to) view, change or delete other people's files or user areas without their permission.
11. I understand that websites, blogs, videos and other **online information can be biased** and misleading, so I need to check sources to see if they are trustworthy.
12. When using the internet, I will not download **copyright-protected material** (text, images, music, video etc). I will always make sure I acknowledge the sources of information I find on the internet if I use it for my work or pass it on to friends.
13. Where permitted, I may use AI to support and enhance my learning with guidance from my teachers; however, I will ensure that all the work I submit is original and reflects my own efforts.
14. I will not misuse AI, for example, by creating deepfake images, videos, sounds or voices, or generating inappropriate content that is in breach of school policies and codes of conduct.

Stay Safe

15. I understand that **cyberbullying** is unacceptable, and will not use technology to bully, impersonate, harass, threaten, make fun of, exclude or upset anyone, at school or outside school.
16. I will not browse, download, upload, distribute, post, retweet or forward material that could be considered **discriminatory, offensive, harmful, illegal or of a sexual nature.** If I accidently come across any such material, I will report it immediately to my teacher.
17. The messages I send, or information I upload, will always be **polite and sensible.** I understand that all messages I send reflect on me and the school.
18. I will not share my or others' **personal information** that can be used to identify me, my family, my friends or my school on any online space, unless a trusted adult has given permission or reviewed the site.
19. If **live streaming,** I always tell a trusted adult about it and check my privacy settings so I am in control of who can see my stream.
20. I will never arrange to **meet someone face-to-face** if I have only every previously met them on the internet or by email, or in a chat room, unless I take a trusted adult with me.
21. I will **respect my body and other people's.** That means using positive words about myself and others. I also means not revealing my or anyone else's body on camera or sharing/posting inappropriate photos.

22. I am aware that some websites, apps, games, online shopping, file sharing and social networks have **age restrictions** and I will respect these. I will ensure sites are secure if exchanging personal or financial information.
23. I understand that many apps have **geo-location** settings (identifying my location or where I made a post or took a photo). I will make sure that I know how to turn geo-location on and off and not tell the world where I am always, or make it too easy to find out where I live or go to school. If I do not understand how to do this, I will see a teacher or a member of the IT Support Team for assistance.
24. If I see, watch, read, hear or receive anything I am unhappy with, or I receive a message that makes me feel uncomfortable (e.g. bullying, extremist/hateful content, **I will not respond and talk to a trusted adult**).
25. I know that I **can always say no** online and end a chat or block a friend; if I do, it is best to talk to someone about it as well.
26. **I know who my trusted adults are** at school, home and elsewhere, but if I feel I cannot talk to them, I know I can call Childline on 0800 1111 or click CEOP.

The trusted adults I can talk to if I have concerns about e-safety are:

I have read and understand these rules and agree to them.

Name:

Signed:

Date: