



## Technology Acceptable Use Agreement For Students

High Tunstall College of Science understands the benefits technology can have on enhancing the curriculum and students' learning; however, we must ensure that students respect College property and use technology appropriately. To achieve this, we have created this Acceptable Use Agreement which outlines our expectations of students when using technology, whether this is on personal or College devices and on or off the College premises.

Please read this document carefully and sign below to accept that you agree to the terms outlined.

### 1. Using technology in College

- I will only use ICT systems, e.g. computers, laptops and tablets, which my teacher has given me permission to use.
- I will only use the approved user/email account that has been provided to me by the College.
- I will not allow the use of my user/email account by any other person.
- I will not access other people's files unless through shared work areas.
- I will not store or use any personal data relating to a student or staff member for non-College related activities. If I have any queries about storing or using personal data, I will speak to my teacher.
- I will delete any chain letters, spam, and other emails from unknown senders without opening them.
- I will ensure that I get permission from my teacher before accessing learning materials, e.g. source documents, from unapproved sources.
- I will only use the internet for personal use during out-of-College hours, including break and lunchtimes. During College hours, I will use the internet for College work only.
- I will not share my passwords, e.g. to my College user/email account, with anyone.
- I will not download anything onto College ICT systems unless instructed to do so by my teacher or the ICT Technician.
- I will only use recommended removable media, e.g. encrypted USB drives, and I will keep all College-related information stored on these secure and these will only be used with permission from my teacher.
- I will adhere to the online safety guidelines I have been taught.
- I will only use the College's ICT facilities to:
  - Check for pastoral information and lesson content.
  - Complete homework and coursework.
  - Prepare for lessons and exams.
  - Undertake revision and research.
  - Gather or process information for extracurricular activities.
- I will not use the College's ICT facilities to access, download, upload, send, receive, view or display any of the following:
  - Illegal material
  - Any content that could constitute a threat, bullying or harassment, or anything negative about other persons or the College

- Content relating to a person's sexual orientation, gender, religion, race, disability or age
- Online gambling
- Content which may adversely affect the reputation of any organisation (including the College) or person, whether or not they are known to be true or false
- Any sexually explicit content
- Any personal data or information
- I will report any unpleasant material or messages sent to me or accidentally accessed by me to the College. I understand my report would be confidential and would help protect everyone.
- I understand the College reserves the right to delete any files that may be held on its computer systems.
- I will not plug in personal electronic devices into the electrical sockets in College.

## **2. Mobile devices**

- I will use College-owned mobile devices, e.g. laptops and tablets, for educational purposes only.
- I will ensure that my mobile device is switched off and in my locker at all times.
- I will seek permission from my teacher before I use a personal mobile device or personal music device in the classroom.
- I will seek permission from my teacher before a College-owned mobile device is used to take images or recordings.
- I will not use any mobile devices to take pictures or videos of students and staff unless I have their consent.
- I will not use any mobile devices to send inappropriate messages, images or recordings.
- I will ensure that personal and College-owned mobile devices do not contain any inappropriate or illegal content and understand that if my device is found to contain such content it will be confiscated and may be kept as evidence.
- I will not access the WiFi system using personal mobile devices, unless permission has been given by my teacher or the ICT technician.
- I will not take or store images or videos of staff members on any mobile device, regardless of whether or not it is College-owned, unless consent has been obtained.
- Any personal devices brought into College by students are done so entirely at the student's own risk and are not covered by the College's insurance policy.

## **Social media**

- I will not use any College-owned mobile devices to access personal social networking platforms.
- I will not communicate or attempt to communicate with any staff member over personal social networking platforms.
- I will not accept or send 'friend' or 'follow' requests from or to any staff member over personal social networking platforms.
- I will ensure that I apply the necessary privacy settings to any social networking sites.
- I will not publish any comments or posts about the College on any social networking platforms which may affect the College's reputation.
- I will not in any way impersonate the College online, on any platform, by creating false accounts.

- I will not post or upload any defamatory, objectionable, copyright-infringing or private material, including images and videos of students, staff or parents, on any online website.
- I will not post any material online that:
  - Is offensive.
  - Is private or sensitive.
  - Infringes copyright laws.
  - Damages the College's reputation.
  - Is an image or video of any staff member, parent or nonconsenting student.
- I understand that any inappropriate images, comments or campaigns on social media will be subject to College sanctions. Activities which may take place out of College, but have consequences back in College, will be dealt with via the College's published sanction system if appropriate/when necessary.

### **3. Remote Learning**

**During a period of partial College closure or when students are self-isolating but otherwise well enough to attend lessons students will be expected to engage with learning and ensure that they are completing their work remotely.**

- I will alert teachers if I am not able to complete work.
- I will complete and submit work in accordance with teacher's instructions, but generally the expectation is via screen shots that I will email regularly to my class teachers.
- I will ensure that I am logged out of my account before sharing a device.
- I will only access remote learning and remote learning exchanges using my Synergy/Microsoft Teams/College email account. No personal email addresses are permitted. This is to ensure the safety and protection of staff and students.
- I will turn off my webcam and mute my microphone during live lessons. Teachers may ask students to unmute their microphone at appropriate agreed times during the lesson.
- I will use the raised hand or chat functions in Teams to show I need attention or wish to engage in the lessons and the teacher will unmute me if needed.
- I will attend Live Lessons as much as possible but where this is not possible, I will access work that has been uploaded to Microsoft Teams.
- I will behave appropriately during remote learning otherwise I will be excluded from remote learning and will be expected to continue to access resources via Microsoft Teams.
- I understand the recording of remote sessions is not permitted.

### **4. Reporting misuse**

- I will ensure that I report any misuse or breaches of this agreement by students or staff members to the Head of Year/Student Support Officer.
- I understand that the College will monitor my computer use in College, check any data held on the College network at any time and may monitor the internet sites I visit and I recognise the consequences if I breach the terms of this agreement, e.g. having personal devices confiscated.
- I understand that the Headteacher may decide to take disciplinary action against me in accordance with the College's Behavioural Policy if I breach this agreement. This may include the student's device having to be handed in to reception at the start of the day and collected at the end of the day by either the student or the parent/carer as decided by the Headteacher.
- If a personal device is confiscated at any time during the day it will be handed to the student's Head of Year/Student Support Officer for collection at 3pm from their office by either the student or the parent/carer as decided by the member of staff.

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I acknowledge that I have read and understood this agreement, and ensure that I will abide by each principle.

Name of student:	
Signed:	
Date:	
Tutor Group:	
Name of Parent:	
Signed:	
Date:	