What is an AUP?

We ask all children, young people and adults involved in the life of Ricards Lodge High School to sign an Acceptable Use* Policy (AUP), which is a document that outlines how we expect them to behave when they are online and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).

Why do we need an AUP?

These rules have been written to help keep everyone safe and happy when they are online or using technology. Sometimes things go wrong and people get upset, but these rules help us avoid that where we can.

School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. This means anything you do on a school device or using school networks/platforms/internet (including from home when home learning) may be viewed by one of the staff members who are here to keep you safe.

But it's not about systems and devices – it's about behaviour. So the same rules apply when you are at school as when you are home learning or just having fun with friends.

All of the points in the list on the next page below can be summarised as follows:

"Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face to face."

Where can I find out more?

If your parents/carers want to find out more, they can read Ricards Lodge High School's full Online Safety Policy for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc). They will also have been asked to sign an AUP for parents.

If you have any questions about this AUP, please speak to Ms Bloom, Assistant Headteacher.

What am I agreeing to?

BEHAVIOUR - FOR ANY DEVICE, APP, SITE OR GAME, AT SCHOOL AND AT HOME:

- Anything I write, post or share online will be necessary, relevant, positive and respectful.
- I will treat myself and others with respect at all times, treating others the way I would like to be treated and speaking to people as I would face to face.
- I will always protect my reputation and that of the school, staff, students and others.
- I only use apps, sites and games I am old enough for and are school approved.
- When I am at school or using a school system or device, I will only use apps, sites or games which I know are appropriate for school use.
- I will always avoid taking risks online and anything which encourages hate or discrimination.
- I know just calling something banter doesn't make it okay - if it is upsetting it could become bullying.
- I will not use technology to bully, impersonate, harass, threaten, make fun of or upset anyone, at school or outside.
- I will stand up for my friends and not be a bystander.
- I know people online might not be who they say they are.
- I will always talk to a trusted adult (and take them with me the first time) before I meet someone face to face who I only met online.
- I will only use my personal devices (mobiles, smartwatches etc) in school if I have been given permission, and I will never take secret photos, videos or recordings of teachers or students, including when learning remotely.
- I will check location and privacy settings the first time I install an app.

- I can always say no online, end a chat or block someone; if I do, I will talk to someone, too.
- I know it is illegal to look at pornography if you are under 18 so I will not attempt to do so and will report anyone who sends it to me or tries to trick me into it.
- I will only use generative AI platforms that have been authorised by the school. I will ensure that my use of these platforms is transparent, responsible, appropriate, legal and ethical.
- I will verify the accuracy, quality, and relevance of any AI outputs.
- I will never use AI to, create any content that is inappropriate, harmful or illegal.
- I will always credit the source and role of AI tools in my work. I will not claim AI-generated content as my own work.

SHARING:

- I know anything I do can be shared and may stay online forever
- I will respect my body and other people's: use positive language; not share photos or videos to shame or embarrass; never share revealing images or where I/they aren't fully dressed.
- It is not my fault if I stumble across (or somebody sends me) something violent, sexual or otherwise worrying. But I will not share or forward it, and I will ask for advice/help.
- I will not post, look at, up/download or share material that could be offensive, misleading, harmful or illegal. If I come across any, I will report it immediately.

- I will not share my or others' personal information that can be used to identify me, my family or my friends on any online space, unless a trusted adult has given permission or reviewed the site.
- I will always check sources before sharing, because I know any information I see online could be biased and misleading.
- Livestreaming can be fun, but I always check my privacy settings and know who can see what and when. If I livestream, my parents/carers know about it.
- AI can generate text and images or videos that look real but might not be. I will not create artificial images, videos or deepfakes of others. I will not share anything unless I am sure it is true – even when I am not sure, I will check sources and remember that BBC News is better than my favourite influencer. It is not my fault if I stumble across (or somebody sends me) something violent, sexual or otherwise worrying. But I will not share or forward it, and I will ask for advice/help.

ACCESS, SECURITY & SETTINGS:

- I understand that the school will be able to track my activity whenever I am on any school device or system, including school devices or systems when I am at home. This means they may be able to access my emails or see what websites I visited.
- I am aware the school uses Senso to actively monitor (Live screen viewing) devices between 8am and 4pm.
- I know that Passive monitoring (Keystrokes/screenshots) takes place outside the times including during school holidays
- I will keep login details secret. If I think someone knows my password, I will change it; if I think they have used it, I will tell a teacher.

- I will not try to bypass school security in any way or access any hacking files or tools.
- 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.
- If I am not expecting to receive a file or link from someone, or it looks strange to me, I will double check with the person it is from.
- I will not download copyright-protected material (text, music, video etc.).

GETTING HELP:

- I will tell a trusted adult if I have a problem or am worried about something online, and I will encourage my friends to do so too.
- If I see anything that shows people self-harming or encouraging others to do so, I will report it on the app, site or game and tell a trusted adult straight away.
- School staff and private tutors should not behave differently in private or online than when the whole class is in a room together, so if I ever get asked or told anything that would be strange in school, I will tell another teacher.
- I might be contacted online by email or through Classroom by my class teachers, form tutor, head of year and only about my learning, wellbeing or behaviour. If I am contacted by someone else or these staff ask me to use a different app to chat, I will tell another teacher.
- 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, sexual, violent or extremist/hateful content, I will not respond to it but I will talk to a trusted adult about it.
- I know I can also report unwanted sexual harassment or abuse from the school

community and get help at help@nspcc.org.uk or by calling 0800 136 663

- I know who my trusted adults are at school, home and elsewhere, but I can also get in

touch with Childline, Kooth, Off The record or The Samaritans.

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

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Please sign this form digitally here