## Ellon Academy Pupil Acceptable Use Policy (AUP)[[1]](#footnote-1)

School policy

Digital technologies have become integral to your life, both within and outside school. These technologies are powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning.

This Acceptable Use Policy is intended to ensure:

* You will be a responsible user and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
* That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
* You are aware of the school enabling BYOD and how you can safely and responsibly use your own device during learning and teaching.

The school will try to ensure that you have good access to digital technologies to enhance your learning and will, in return, agree to be a responsible user.

Acceptable use

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.

For my own personal safety:

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|  | I understand that the school will monitor my use of systems, devices and digital communications. |
|  | I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person’s username and password. I understand that I should not write down or store a password where it is possible that someone may steal it. |
|  | I will be aware of “stranger danger” when I am communicating online. |
|  | I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details, etc). |
|  | If I arrange to meet people off-line that I have communicated with online, I will do so in a public place and take an adult with me. |
|  | I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online. |

I understand that everyone has equal rights to use technology as a resource and:

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|  | I understand that the school systems and devices are primarily intended for educational use and that I will only use them for personal or recreational use if I have permission. |
|  | I will only make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work, if I have permission. |
|  | I will only use the school systems or devices for on-line gaming (educational and non-educational), file sharing, or video broadcasting (eg YouTube) if I have permission of a member of staff to do so. |
|  | I will not use the school systems for on-line gambling, internet shopping or accessing inappropriate content. |

I will act as I expect others to act toward me:

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|  | I will respect others’ work and property and will only access, copy, remove or alter any other user’s files, with the owner’s knowledge and permission. |
|  | I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions. |
|  | I will only take or distribute images of others with their permission. |

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

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|  | I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials. |
|  | I will immediately report any damage or faults to school devices involving equipment or software, however this may have happened. |
|  | I will only open hyperlinks in emails or attachments to emails, if I know and trust the person/organisation who sent the email, and have no concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes). |
|  | I will only install/ store programmes on a school device, if I have permission . |
|  | I will only use social media sites with permission and at the times that are allowed. |

When using the internet for research or recreation, I recognise that:

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|  | I should ensure that I have permission to use the original work of others in my own work. |
|  | Where work is protected by copyright, I will not try to download copies (including music and videos). |
|  | When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me. |

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

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|  | I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information). |
|  | I understand that if I fail to comply with this acceptable use policy, I will be subject to disciplinary action in-line with school policy, and in the event of illegal activities the involvement of the police. |

BYOD – Bringing personal devices into school:

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|  | I will only use my own personal device(s) in school if I have permission. I understand that, if I do use my own device(s) in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. |
|  | I understand that I do not need to bring my device to school, but if I do its main purpose is to support my learning. The way I use my device must not interfere with teaching or create disturbance that stops others from learning. The Council and the school are not liable for any damage to or loss of my personally owned device. |
|  | I understand that I must keep my device on silent mode during class time and only make or answer calls or messages outside of lesson times (except when approved as part of a lesson). |
|  | I understand that I can only take or share photographs or sound/video recordings on a personal or school device when others are aware and have provided their formal consent as part of an approved lesson. |
|  | I understand that I must follow the requirements of examination boards. This may mean that I do not take mobile devices (including wearable technology such as a smart watch) to school at the time of examinations. |
|  | I understand that within the school building, I will be required to use the Council’s guest wireless network with a personal device and not my own 3G/4G/5G service. This provides the safety of the Council’s filter which will be applied to personal devices connected to the wireless network. |
|  | I understand that personal devices should be charged before being brought to the school as there may be limited opportunities to charge devices during the school day. |
|  | I understand that I can find more information in the Online Safety and Mobile Technologies policies on the school website. |
|  | I understand that any misuse of personally owned devices in school may result in disciplinary action. |

**Please complete the sections below to show that you have read, understood, and agree to the rules included in the acceptable use policy. If you do not sign and return this agreement, access will not be granted to school systems and devices.**

Pupil acceptable use policy

This form relates to the pupil acceptable use policy, to which it is attached.

I have read and understand the above and agree to follow these guidelines when:

* I use the school systems and devices (both in and out of school)
* I use my own devices in the school (when allowed), e.g. tablet, laptop etc
* I use my own equipment out of the school in a way that is related to me being a member of this school, e.g. communicating with other members of the school, accessing school email, learning platform, website, etc.

Name of pupil:

Class:

Signed:

Date:

1. This AUP has been developed in consultation with the Aberdeenshire Technology Development Manager. [↑](#footnote-ref-1)