GODOLPHIN

Online Safety Policy 2(iii): Acceptable Use Policy Agreement for Students

GODOLPHIN

Reviewed in: August 2025

Review by: August 2026

Reviewed by: IT, Data and Transformation Manager, Deputy Head

Refer also to the following policies:

Behaviour and Discipline

Anti-Bullying Policy - Living Together at Godolphin

Plagiarism

Online Safety

GODOLPHIN

Online Safety

Acceptable Use Policy Agreement
Students

School Policy

Digital technologies have become integral to the lives of children and young people, both within Schools and outside School. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Children and young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that children and young people will be responsible users 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.

The School will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to be responsible users.

Acceptable Use Policy Agreement

Please read this agreement carefully, and ask your teacher, tutor or other member of staff if there is anything in it you are not sure about. The teachers responsible for Online Safety are Mr Carter and Mrs Price.

This agreement includes School digital equipment and also your own devices in the School e.g. laptops, mobile phones, tablets, digital cameras. Please note that USB devices are strictly forbidden for use in School in any circumstances due to the threat of cybersecurity breaches.

For my own personal safety:

• I understand that the School will monitor my use of:
  • The School IT systems
  • School devices and
  • My digital communications.	

• I will keep my username and password safe and secure:
  • I will not share my username and password
  • I will not try to use another person's username and password
  • I should not write down or store a password where someone might be able to steal it.
• My password will be complex and unique.
This can be achieved, for example, by using three unconnected words or a combination of letters, numbers and symbols.	

• I will be aware of "stranger danger", when I am communicating on-line.	

• When I am online, except for legitimate purposes such as online shopping, I will not disclose or share personal information about myself or others, such as:
  ○ Full names
  ○ Addresses
  ○ Email addresses and telephone numbers
  ○ Age or date or birth
  ○ Educational details	

• If I arrange to meet people that I have communicated with on-line, I will do it in a public place and take an adult with me.	
• I will immediately report to my tutor, House staff or Head of Year any unpleasant material or messages or anything that makes me feel uncomfortable when I see it online. The School will help you report this to the App or website concerned with a view to removing said material. Please also report this to IT Support so that they can block any undesirable links.	

• I will not open any hyperlinks in emails or any attachments to emails (as there is a risk of the attachment containing viruses or other harmful programmes): ○ unless I know and trust the person or organisation who sent the email ○ if I have any concerns about the validity of the email	

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

• I will respect others' work and property and will not use any other user's files, unless I have the owner's knowledge and permission. This includes: ○ Accessing ○ Copying ○ Deleting ○ Moving ○ Changing Plagiarism is completely unacceptable – see Policy on Plagiarism	
• I will be polite and responsible when I communicate with others • I will not use strong, unpleasant or inappropriate language • I will appreciate that others may have different opinions.	
• I will not take or pass on video, audio, or image of anyone without their explicit consent. I will never store or share inappropriate images.	
• I will not share information from school IT systems (including screenshots) outside the school, or on any form of social media	

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

• I understand that the School IT systems and devices are for educational use; • I will not use the School IT systems for personal use including gaming within school hours	
• I will not make large downloads or uploads that might take up internet capacity which might make it difficult for other users to carry out their work, unless I have permission.	

• I will not use the School systems or devices for online gambling • I will not use the School systems or devices, unless I have prior permission, for livestreaming • I will not attempt to bypass the content filters or other security measures installed on the School's IT systems • I will not attempt to access parts of the system that I do not have permission to access	
• I will not try to upload, download or access any materials which are unpleasant or inappropriate, or may cause harm or distress to others.	
• I will immediately report any damage or faults involving equipment or software, however this may have happened.	
• I will only use social media sites with permission and at the times that are allowed.	
• I will not try and install or store programmes or apps of any type on any School device. This includes the use of a VPN. • I will not try to alter settings on any computer or device unless I have permission.	

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

• I should ensure that I have permission to use the original work of others in my own work; to do otherwise would be considered as plagiarism	
• 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 • I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.	
• I will not hand in work generated by Artificial Intelligence (AI) – in whole or in part – as if it were my own work	

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

• I understand that the School might take action against me if I am involved in incidents of unpleasant behaviour that are covered in this agreement: ○ when I am out of School and / or ○ where they involve the School community (examples would be cyber-bullying; misuse of images or personal information; hacking the School or other systems).	
• I understand that if I fail to comply with this Acceptable Use Policy Agreement, I may be subject to disciplinary action. Disciplinary action may include: ○ Loss of access to the School network and internet ○ Informing parents ○ Sanctions as detailed in the School behaviour policy, including, in serious cases, exclusion ○ In the event of illegal activities, involvement of the police.	

Please complete to show that you have read, understood and agree to the rules included in this Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to School systems and devices.

I have read and understood the Acceptable Use Agreement.

PRINT NAME: ……

Signature: ……