



BROMSGROVE SCHOOL

Senior School Digital Citizenship Agreement

ONLINE BEHAVIOUR, SCHOOL NETWORK AND USE OF DEVICES

I understand that I must use ICT systems* in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. All online activity by me will:

- Ensure respect for all members of the community
- Ensure the safety and security of the school system
- Maintain the reputation of the school.

RESPECTING OTHERS AND CYBERBULLYING: I understand that the School does not tolerate bullying or cyberbullying in any form, whether inside or outside of school. I understand that I am responsible for my online actions and I will:

- behave in a manner that respects myself, other students, staff and the school.
- act responsibly when I use social media, including the use of images and video.
- be polite and responsible when I communicate with others.
- not use strong, aggressive or inappropriate language.
- appreciate that others may have different opinions and respect those views.
- not take or distribute images of anyone (staff or students) without their permission.

USE OF TECHNOLOGY IN SCHOOL: I understand that, during academic hours, the school systems, BYOD devices and School devices are primarily intended for educational use and that I will not use them for personal or recreational use, unless I have permission from a member of staff.

SCHOOL NETWORK: In order to maintain the security and integrity of the network, I will not:

- use any programmes, services or other means that might allow me to try and bypass the filtering or security systems.
- try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others.
- try (unless I have permission) to make large downloads or uploads, as this may interfere with others ability to use the network
- use the school network for file sharing, or video broadcasting unless I have permission of a member of staff to do so.
- try to access and/or use accounts of other network users or allow others to access mine
- install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- If I receive or discover any inappropriate message or electronic material through the computer system, I will report it to a member of staff
- I will ensure that I do not wilfully damage the system by means of malicious code (e.g. virus infection, malware, etc), hacking or physical tampering.
- I will not send or forward messages, publish or create material which is offensive, hurtful, or otherwise upsetting to another person; nor will I post anonymous messages or forward chain letters.
- I will not set up an alternative network using a mobile hotspot whilst in School.

It is recommended not open any hyperlinks or attachments in emails, unless you know and trust the person who sent the email. If you have any concerns about the validity of the email, do not open it. Both attachment and programme installations can result in the introduction of spyware, viruses or other unwelcome/harmful items can occur as part of the download process.

- **MONITORING:** I understand that the school has an obligation to safeguard my welfare, health and safety. I understand, as such, that the school will monitor my use of the school internet and devices.
- **REPORTING:** I will immediately report any unpleasant or inappropriate material, messages, or anything that makes me feel uncomfortable when I see it online.
- **GUIDELINES:** I have the recommendations for 'staying safe online' and I will adopt these wherever relevant.

DIGITAL TECHNOLOGY AND THE LAW

I understand that regardless of the language or country a website it hosted in, laws apply from the country from which it is accessed.

- **NUDE AND SEMI-NUDE IMAGES:** I understand that it is an offence to make, take, send, share or possess indecent images of a person under 18 years old is an offence (under the Sexual Offences Act 2003). I understand that this includes images of myself as well as other people. I understand that nearly all countries have the same or higher age restrictions, or in some countries, sexting is illegal at any age.
- **COPYRIGHT:** I will ensure that I have permission to use the original work of others in my own work. I understand that it is illegal to download any piece of work (whether song, film, game, text or software) without permission from the copyright holder. I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.

Exceptions exist for limited 'fair use' of text and images.

Copyright infringement is covered by the Copyright, Designs and Patents Act 1988

Illegal downloading is covered under the Digital Economy Act 2010

- **GAMBLING:** I will not use the ICT systems or devices for online gambling. I understand that the minimum legal age for gambling in the UK is 18 years old under the Gambling Act 2005.

STUDENT ACCEPTABLE USE AGREEMENT

This agreement applies to actions conducted in any language, whether English or International. If you do not digitally sign this agreement, access will not be granted to school ICT systems. Failure to comply with this Acceptable Use Policy Agreement or the school Anti-Bullying Policy may result disciplinary action.

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

- school systems and devices (both in and out of school)
- my own devices in the school (when allowed) or in any boarding house (if a boarder)
- my own equipment out of the school in a way that is related to me being a member of this school, such as communicating with other members of the school, accessing school email, school website.

Digital signature: <https://forms.office.com/r/Pj59822L5J>

**This includes personal devices and School devices*