Acceptable Use Policy (AUP) for Parliament Hill Students

What is an AUP?
We ask all children, young people and adults involved in the life of Parliament Hill 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, Teams and social media (both when on school site and outside of school).

What am I agreeing to?

Taking responsibility for my technology use

- I will only use my personal devices (USB devices etc.), the school's internet, and any device I may be using in school for appropriate school activities and learning, unless I have express permission to carry out other activities, e.g. in a lunchtime club or after school.
- Whenever I use technology (a device, the internet, apps, sites and games), I will try to be positive and creative, to learn and share, to develop new skills and prepare for the future.
- The messages I send, or information I upload, will always be polite and sensible. I will ensure that my online activity will not cause my school, the staff, students, or others distress, or damage the school's reputation.
- I understand that online bullying is just as unacceptable as any other type of bullying, and will not use technology to bully, impersonate, harass, threaten, make fun of or upset anyone – including teachers – at school or outside of school.
- I am aware that some websites, games, file sharing, and social networks have age restrictions (many social media sites are 13+) and I will respect this and talk to my parents if I want to use them.
- 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 understand that websites, blogs, videos, and other online information can be biased and misleading, so I need to check sources.
- It can be hard to stop using technology sometimes, for adults and young people. When my parents/carers or teachers talk to me about this, I will be open and honest if I am struggling.

Using Microsoft Teams appropriately

- When I am in school, I will only use Teams to contact people as part of learning activities.
- I will not message my friends on Teams during lesson time.
- I will only use the Teams messaging function for learning or educational purposes, and never for social purposes
- I understand that I should use formal language when communicating with my teachers. For example, I will not use slang or emojis.
- I understand that when I post a message in Teams it should be to ask an appropriate question or to respond politely to a question.
- I understand that my teachers should not be contacted outside of school hours and that they cannot be expected to respond outside of these hours.
- I understand that I should speak to a trusted adult or contact Childline if I am feeling distressed: 0800 111, www.childline.org.uk.

Using AI responsibly and avoiding plagiarism
Users should be aware that AI tools can sometimes produce biased or inaccurate information. It is important to critically evaluate the output of AI and use other reliable sources to verify its accuracy.
Users should understand that AI tools are constantly evolving and the school will update this policy as needed.

- If I use age-appropriate AI tools to help me learn and explore new ideas, I will always check the information they give me.
- I will not use AI to do my work for me or pretend that someone else's work is my own.
- If I use AI to create something, I will say that I used AI.
- If my teacher says I can't use AI for a specific assignment, I will follow those instructions.

- Creating original work is a valuable skill. We'll guide you in learning how to research effectively and integrate information responsibly, so you can grow as a thinker and writer while understanding and avoiding plagiarism

Reporting harmful or distressing content

- 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. Evidence shows that telling someone helps.
- I will not browse, download, upload, post, share or forward material that could be considered offensive, harmful or illegal. If I accidentally come across any such material I will report it immediately to a teacher.

Keeping my accounts and files safe

- I will keep logins, IDs, and passwords secret and change my password regularly. If I think someone knows one of my passwords, I will change it; if I think they have used it, I will tell a teacher.
- I will only edit or delete my own files and not (even try to) view, change or delete other people's files or folders without their permission.
- I understand that when I am using the internet in school, the content I am looking at can be filtered out if it is inappropriate and the school will constantly monitor this. The same applies when I use my Parliament Hill account outside of school.
- I understand that when I am using the computers or internet in school my actions are monitored. If I am looking at, or trying to look at something inappropriate or illegal this will be flagged to school staff and will be followed up with me and my family

Keeping the school's systems safe and secure

- I will not bring files into school or download files that can harm the school network or be used to bypass school security.
- If I think a file, hyperlink or any other attachment might have a virus, I will never click on it or open it.
- I will take care of the computers and all technology equipment from the school as if it belonged to me. I will report any damage to school IT equipment to my class teacher, librarian or school IT support team.

Signed: _____

Print name here: _____

Date: _____

Parents

- I have read the above school rules for responsible internet use and agree that my child may have access to the internet at school. I understand that the school will take all reasonable precautions to ensure pupils do not have access to inappropriate websites, and that the school cannot be held responsible if pupils do access inappropriate websites.

- I understand that school may intervene where a student's online activity outside of school is a cause for concern. I will work in partnership with the school, monitoring my child's online usage, seeking advice and support where necessary.

- I agree that my child's work can be published on the school website.

- I agree that photographs that include my child may be published but that any photography will not clearly identify my child and that their name will not be published.

Signed: _____

Date: _____