



Acceptable Use Agreement for Digital Technologies STEYNING GRAMMAR SCHOOL - STUDENT GUIDANCE

All SGS Users are prompted to “Click to Accept” before they can use the school’s digital technologies. This is done the first time they login to a desktop on site in October.

VISION

We believe that digital technologies can be used to help you to enhance your learning. We want you to be able to employ digital technologies safely, effectively and ethically.

DIGITAL TECHNOLOGIES

This agreement includes all devices and data connected to the school network or brought onto the school and boarding sites. Examples of what we mean by this include:

- school devices, whether you use them on or off-site. For example: desktop PCs, laptops, tablets, video cameras.
- data on the school’s network. For example the U drive, X drive, your school Google drive, your Office 365 account and your Show My Homework account.
- any portable storage devices, hard drives you bring with you to school or on school trips.
- your school email account.
- the use of Remote Desktop which you use to access the school’s systems from off-site
- any personal devices that you bring with you to school or on school trips under the school’s Bring Your Own Device agreement (for example smart phones, laptops and tablets).
- the school’s WiFi

USE OF DIGITAL TECHNOLOGIES

The agreement sets out the expectations of students with regards to the use of digital technologies. By accepting this agreement you agree to the following statements:

- I will use digital technologies appropriately and only for educational purposes.
- I will only access the school systems with my own username and password.
- I will create a secure password what I will not share this with anyone else.
- I will communicate with others respectfully. This means I will use appropriate language and ensure that my digital activity does not hurt, upset or offend anyone else.
- I will report any concerns, misuse or inappropriate material I come across to a teacher.
- I will report any damage to equipment to a member of staff as soon as it’s noticed.
- I will only bring and use personal devices if I have completed and returned a BYOD agreement.
- I will ask the permission of a teacher before making or using any recordings of other students, visitors or staff (whether photographic, audio or video).
- I will not upload any school resources, information, recordings, or the work of others outside the school network without seeking permission from a member of staff (for example YouTube, Instagram, Facebook, Pinterest etc.)
- As a student of this school, I will ensure that my online activity, both on and off-site, doesn’t bring the school into disrepute.
- I will not seek to bypass any of the school network’s security systems (e.g. using VPNs, proxy servers, or attempting to hack other users’ passwords).
- I will not download, store or install software or games onto the school network.
- I will respect the copyright of proprietary material.
- I understand that the school monitors the use of digital technologies by all users.
- I understand that if I break this agreement, sanctions may be applied and my parents and carers contacted.

If you are unsure about any of these statements, please ask your teacher for advice.