



Online Safety Protocol

Background

Newent Community School and Sixth Form Centre recognises that ICT and the Internet are fantastic tools for learning and communication that can be used in school to enhance the curriculum, challenge students, and support creativity and independence.

Using ICT to interact socially and share ideas can benefit everyone in the school community, but it is important that the use of the Internet and ICT is seen as a responsibility and that students, staff and parents / carers use it appropriately and practice good online. It is important that all members of the school community are aware of the dangers of using the Internet and how they should conduct themselves online.

Online safety covers the Internet, but it also covers mobile phones and other electronic communications technologies. We know that some adults and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations or actions online, webcam filming, photography or face-to-face meetings. There is a 'duty of care' for any persons working with children and educating all members of the school community on the risks and responsibilities of online safety falls under this duty. It is important that there is a balance between controlling access to the Internet and technology and allowing freedom to explore and use these tools to their full potential. This policy aims to be an aid in regulating ICT activity in school and provide a good understanding of appropriate ICT use that members of the school community can use as a reference for their conduct online outside of school hours. Online safety is a whole-school issue and responsibility.

This protocol should be read in conjunction with the following policies for further clarity:

- Safeguarding and Child Protection
- Anti-Bullying
- Behaviour
- Staff Code of Conduct
- Staff and student Acceptable Use Policy
- SRE and PSHE
- ICT
- Data Protection / GDPR

Roles and Responsibilities

- The school Online Safety coordinator is the Business Manager.
- The designated member of the Board of Trustees with responsible for online safety is Zak Mitchelmore.

Trustees

Trustees are responsible for ensuring the Online Safety protocol is implemented and for reviewing its effectiveness by reviewing online incidents and monitoring reports. Online safety falls within the remit of the Trustee responsible for Safeguarding. The role of the online safety trustee will include:

- ensure an online safety protocol is in place, reviewed every year and/or in response to an incident and is available to all stakeholders
- ensure that there is an Online safety coordinator who has been trained to a higher level of knowledge which is relevant to the school, up to date and progressive
- ensure that procedures for the safe use of ICT and the Internet are in place and adhered to
- hold the Principal and staff accountable for online safety.



Principal and SLT

The Principal has a duty of care for ensuring the safety (including Online safety) of members of the school community, though the day-to-day responsibility for online safety will be delegated to the online safety co-ordinator. Any complaint about staff misuse must be referred to the Online safety coordinator at the school or, in the case of a serious complaint, to the Principal.

- Ensure access to induction and training in online safety practices for all users.
- Ensure all staff receive regular, up to date training.
- Ensure appropriate action is taken in all cases of misuse.
- Ensure that Internet filtering methods are appropriate, effective and reasonable.
- Ensure that staff or external providers who operate monitoring procedures be supervised by a named member of SLT.
- Ensure that student or staff personal data as recorded within school management system sent over the Internet is secured.
- Work in partnership with the DfE, the Internet Service Provider and SLT / ICT to ensure systems to protect students are appropriate and managed correctly.
- Ensure the school ICT system is reviewed regularly regarding security and that virus protection is installed and updated regularly.
- The Senior Leadership Team will receive monitoring reports from the Online safety co-ordinator.

Online safety coordinator:

- Leads online safety meetings.
- Work in partnership with the DfE and the Internet Service Provider and SLT / ICT to ensure systems to protect students are reviewed and improved.
- Ensure the school ICT system is reviewed regularly with regard to security and that virus protection is installed and updated regularly.
- Receives reports of online safety incidents and creates a log of incidents to inform future online safety developments.
- Reports to Senior Leadership Team.
- Liaise with the nominated member of the governing body and Principal to provide an annual report on online safety.

ICT Technical Staff:

The ICT Technical Staff are responsible for ensuring:

- That the school's technical infrastructure is secure and is not open to misuse or malicious attack.
- That the school meets required online safety technical requirements and any relevant body online safety protocol / guidance that may apply.
- That users may only access the networks and devices through a properly enforced password protection policy.
- The filtering policy is applied and updated on a regular basis and its implementation is not the sole responsibility of any single person.
- That they keep up to date with online safety technical information to effectively carry out their online safety role and to inform and update others as relevant.
- That the use of the network / internet / Virtual Learning Environment / remote access / email is regularly



monitored in order that any misuse / attempted misuse can be reported to the Business Manager; online safety coordinator for investigation / action / sanction

- That monitoring software / systems are implemented and updated as agreed in school policies.

Communications Protocol

This protocol is available from the Staff Handbook, on the Sharepoint Site and on the school's website for parents / carers, staff, and students to access when and as they wish. Rules relating to the school code of conduct when online, and online safety guidelines, are displayed around the school. Online safety is integrated into the curriculum in any circumstance where the Internet or technology are being used, and during PSHE lessons where personal safety, responsibility, and / or development are being discussed.

On joining the school, new students are required to agree to the Student Acceptable Use Protocol and staff are provided with a Staff Code of Conduct and agree to the Staff Acceptable Use Protocol which they are expected to adhere to.

Making use of ICT and the Internet in school

The Internet is used in school to raise educational standards, to promote student achievement, to support the professional work of staff and to enhance the school's management functions. Technology is advancing rapidly and is now a huge part of everyday life, education and business. We want to equip our students with all the necessary ICT skills that they will need to enable them to progress confidently into a professional working environment when they leave school.

Some of the benefits of using ICT and the Internet in schools are:

For students:

- Unlimited access to worldwide educational resources and institutions such as art galleries, museums and libraries.
- Contact with schools in other countries resulting in cultural exchanges between students all over the world.
- Access to subject experts, role models, inspirational people and organisations. The internet can provide a great opportunity for students to interact with people that they otherwise would never be able to meet.
- An enhanced curriculum; interactive learning tools; collaboration, locally, nationally, and globally; self-evaluation; feedback and assessment; updates on current affairs as they happen.
- Access to learning whenever and wherever convenient.
- Freedom to be creative.
- Freedom to explore the world and its cultures from within a classroom.
- Social inclusion, in class and online.
- Access to case studies, videos and interactive media to enhance understanding.
- Individualised access to learning.

For staff:

- Professional development through access to national developments, educational materials and examples of effective curriculum practice and classroom strategies.
- Immediate professional and personal support through networks and associations.
- Improved access to technical support.
- Ability to provide immediate feedback to students and parents.
- Class management, attendance records, schedule, and assignment tracking.



For parents:

- To keep parents informed about the following things:
 - Upcoming school events
 - Scheduled school closures (for example, for staff training days)
 - School surveys or consultations
 - Class activities or teacher requests

For further information please access the communication protocol which is available on the school's website.

Learning to Evaluate Internet Content

With so much information available online it is important that students learn how to evaluate Internet content for accuracy and intent. This is approached by the school as part of digital literacy across all subjects in the curriculum. Students will be taught to:

- Be critically aware of materials they read, and shown how to validate information before accepting it as accurate
- Use age-appropriate tools to search for information online
- Acknowledge the source of information used and to respect copyright. Plagiarism is against the law and the school will take any intentional acts of plagiarism very seriously. Students who are found to have plagiarised will be disciplined. If they have plagiarised in an exam or a piece of coursework, they may be prohibited from completing that exam.

The school will also take steps to filter Internet content to ensure that it is appropriate to the age and maturity of students. If staff or students discover unsuitable sites, then the URL will be reported to the school online safety coordinator. Any material found by members of the school community that is believed to be unlawful will be reported to the appropriate agencies. Regular software and broadband checks will take place to ensure that filtering services are working effectively.

Managing Information Systems

The school is responsible for reviewing and managing the security of the computers and Internet networks and takes the protection of school data and personal protection of our school community very seriously. This means protecting the school network, as far as is practicably possible, against viruses, hackers and other external security threats. The IT Technician and the School's support company will review the security of the school information systems and users regularly and virus protection software will be updated regularly. Some safeguards that the school takes to secure our computer systems are:

- Ensuring that personal data sent over the Internet encrypted
- Making sure that unapproved software / apps are not downloaded to any school computer. Alerts will be set up to warn users of this.
- Files held on the school network will be regularly checked for viruses
- The use of user logins and passwords to access the school network will be enforced
- Portable media containing school data or programmes will not be taken off-site without specific permission from the Business Manager.

For more information on data protection in school please refer to our **Data Protection Policy** which can be accessed on the School's website. More information on protecting personal data can be found in **section 11** of this protocol.



Emails

The school uses email internally for staff and students, and externally for contacting parents, and is an essential part of school communication. It is also used to enhance the curriculum by:

- Initiating contact and projects with other schools nationally and internationally
- Providing immediate feedback on work, and requests for support where it is needed.

Staff and students should be aware that school email accounts should only be used for school-related matters, ie for staff to contact parents, students, other members of staff and other professionals for work purposes. This is important for confidentiality. The school has the right to monitor emails and their contents but will only do so if it feels there is reason to.

School Email Accounts and Appropriate Use

Staff should be aware of the following when using email in school:

- Staff should only use official school-provided email accounts for school-related matters, contact with other professionals for work purposes and to communicate with pupils, parents or carers. Personal email accounts should not be used to contact any of these people and should not be accessed during school hours.
- Emails sent from school accounts should be professionally and carefully written. Staff are always representing the school and should take this into account when entering into any email communications.
- For any awkward, sensitive, easily misinterpreted situations or anything that may have legal repercussions, staff should have the content of their email checked carefully by their line manager or a senior member of staff.
- Staff must tell their manager or a member of the senior leadership team if they receive any offensive, threatening or unsuitable emails either from within the school or from an external account. They should not attempt to deal with this themselves.
- The forwarding of chain messages is not permitted in school.

Students should be aware of the following when using email in school, and will be taught to follow these guidelines through the ICT curriculum and in any instance where email is being used within the curriculum or in class:

- All students are provided with a school email account and students may only use approved email accounts on the school system
- In school, students should only use school-approved email accounts
- Students should tell a member of staff if they receive any offensive, threatening or unsuitable emails either from within the school or from an external account. They should not attempt to deal with this themselves.
- Students must be careful not to reveal any personal information over email or arrange to meet up with anyone who they have met online without specific permission from an adult in charge.

Students will be educated through the ICT curriculum to identify spam, phishing and virus emails and attachments that could cause harm to the school network or their personal account or wellbeing.

For further information please access the communication protocol which is available on the school's website.

Published Content and the School Website

The school website is viewed as a useful tool for communicating our school ethos and practice to the wider community. It is also a valuable resource for parents, students, and staff for keeping up-to-date with school news and events, celebrating whole-school achievements and personal achievements, and promoting school projects.



The website is in the public domain and can be viewed by anybody online. Any information published on the website will be carefully considered in terms of safety for the school community, copyrights and privacy policies. No personal information on staff or students will be published, and details for contacting the school will be for the school office only.

A team of staff, under the leadership of the Principal is responsible for publishing and maintaining the content of the school website. The website will comply with the school's guidelines for publications including respect for intellectual property rights and copyright. Staff and students will be made aware of copyright in respect of material taken from the internet.

Students should not publish anything on the internet involving the school unless permission has been granted by the Principal.

Policy and Guidance of Safe Use of Children's Photographs and Work

Colour photographs and students work bring our school to life, showcase our student's talents, and add interest to publications both online and in print that represent the school. However, the school acknowledges the importance of having safety precautions in place to prevent the misuse of such material.

Under the General Data Protection Regulation 2018 images of students and staff will not be displayed in public, either in print or online, without consent.

On admission to the school parents/carers will be asked to sign a photography consent form. For students in Year 9 and above their explicit consent is also required. The school does this to prevent repeatedly asking parents for consent over the school year, which is time-consuming for both parents and the school. The terms of use of photographs never change, and so consenting to the use of photographs of your child over a period rather than a one-off incident does not affect what you are consenting to. This consent form will outline the school's policy on the use of photographs of children, including:

- How and when the photographs will be used
- How long parents are consenting the use of the images for
- School policy on the storage and deletion of photographs.

A template of the consent form, which is contained on the school's Admission Form, can be found at the end of this policy.

Using photographs of individual children

It is important that published images do not identify students or put them at risk of being identified. Only images created by or for the school will be used in public and children may not be approached or photographed while in school or doing school activities without the school's permission.

The school follows general rules on the use of photographs of individual children.

- Parents and others attending school events can take photographs and videos of those events for domestic purposes. For example, parents can take video recordings of a school performance involving their child. The school does not prohibit this as a matter of policy.
- The school does not however agree to any such photographs or videos being used for any other purpose, but acknowledges that such matters are, for the most part, outside of the ability of the school to prevent.
- The school asks that parents and others do not post any images or videos which include any child other than their own child on any social media or otherwise publish those images or videos.



- As a school we want to celebrate the achievements of our pupils and therefore may want to use images and videos of our pupils within promotional materials, or for publication in the media such as local, or even national, newspapers covering school events or achievements. We will seek the consent of pupils, and their parents where appropriate, before allowing the use of images or videos of pupils for such purposes.
- Whenever a pupil begins their attendance at the school they, or their parent where appropriate, will be asked to complete a consent form in relation to the use of images and videos of that pupil. We will not use images or videos of pupils for any purpose where we do not have consent.

For more information on please refer to our Data Protection Policy.

Complaints of Misuse of Photographs or Video

Parents should follow standard school complaints procedure if they have a concern or complaint regarding the misuse of school photographs. Please refer to our complaints policy for more information on the steps to take when making a complaint. Any issues or sanctions will be dealt with in line with the schools child protection and safeguarding policy and behaviour policy.

Our students increasingly use electronic equipment daily to access the internet and share content and images via social networking sites such as Facebook, twitter, MSN, Tumblr, snapchat and Instagram.

Unfortunately, some adults and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to grooming and enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings.

Students may also be distressed or harmed by accessing inappropriate websites that promote unhealthy lifestyles, extremist behaviour and criminal activity.

Misuse of photographs or videos in any form will be dealt with in accordance with the school Behaviour Policy according to the incident type.

Social Networking, Social Media and Personal Publishing

Personal publishing tools include blogs, wikis, social networking sites, bulletin boards, chat rooms and instant messaging. These online forums are the more obvious sources of inappropriate and harmful behaviour and where students are potentially more vulnerable to content, contact and conduct behavioural issues. It is important that we educate students so that they can make their own informed decisions and take responsibility for their conduct online. The school will normally block/filter access to social networking sites via the school network.

Social media sites have many benefits for both personal use and professional learning; however, both staff and students should be aware of how they present themselves online. Students are taught through the ICT curriculum and PSHE about the risks and responsibility of uploading personal information and the difficulty of taking it down completely once it is out in such a public place. The school follows general rules on the use of social media and social networking sites in school:

- Students are educated on the dangers of social networking sites and how to use them in safe and productive ways. They are all made fully aware of the school's code of conduct regarding the use of ICT and technologies and behaviour online.
- Any sites that are to be used in class will be risk-assessed by the teacher in charge prior to the lesson to ensure that the site is age-appropriate and safe for use.
- Official school blogs created by staff or students / year groups / school clubs as part of the school curriculum will be password-protected and run from the school website with the approval of a member of staff and will be moderated by a member of staff.



- Students and staff are encouraged not to publish specific and detailed private thoughts, especially those that might be considered hurtful, harmful or defamatory. The school expects all staff and students to remember that they are always representing the school and must act appropriately.
- Safe and professional behaviour of staff online will be discussed at staff induction and through reading and signing the Acceptable Use Protocol

Mobile Phones and Personal Device

While mobile phones and personal communication devices are commonplace today's, their use and the responsibility for using them should not be taken lightly. Some issues surrounding the possession of these devices are they:

- Can make students and staff more vulnerable to cyberbullying
- Can be used to access inappropriate internet material
- Can be a distraction in the classroom
- Are valuable items that could be stolen, damaged, or lost
- Can have integrated cameras, which can lead to child protection, bullying and data protection issues.

The school takes certain measures regarding that mobile phones as outlined in the behaviour policy:

- Students are allowed to have mobile phones with them on-site
- Students are not permitted to use their phones during lessons unless explicitly instructed to do so by the classroom teacher
- Students are allowed to use their phones at the beginning of the school day (before tutorial), at break time, at lunch time, and at the end of the school day (after being dismissed from period 6)
- Phones should be on silent and out of sight at all other times
- In the rare circumstance that a student has a medical condition that requires them to use their phone, e.g. diabetes, all staff should be made aware via the School Matron and reasonable adjustments will be agreed in the instance that a mobile phone is confiscated from a student twice within a term, it will be necessary for a parent to collect the item from Reception
- Newent Community School and Sixth Form Centre does not accept responsibility for loss, theft or damage to any personal device

It is not permitted for students to make audio or video recordings or to take photographs of staff without permission and such behaviour may be considered a serious breach of the Behaviour policy.

Mobile Phone or Personal Device Misuse

Students

- Students who breach school policy relating to the use of personal devices will be disciplined in line with the school's behaviour policy. Their mobile phone may be confiscated. In the event of confiscation, the member of staff will make arrangements for its return, which would normally be at the end of the school day.
- Students are under no circumstances allowed to bring mobile phones or personal devices into examination rooms with them. If a pupil is found with a mobile phone in their possession it will be confiscated. The breach of rules will be reported to the appropriate examining body and may result in the pupil being prohibited from taking that exam.

Staff

- Staff are strongly advised not use their own personal devices to contact students or parents either in or out of school time.



- Staff are not permitted to take photos or videos of students. If photos or videos are being taken as part of the school curriculum or for a professional capacity, the school equipment will be used for this.
- The school expects staff to lead by example. Personal mobile phones should be switched off or on 'silent' during school hours.
- Any breach of school policy may result in disciplinary action against that member of staff. More information on this can be found in the child protection and safeguarding policy, or in the staff contract of employment.

Cyberbullying

The school, as with any other form of bullying, takes Cyber bullying, very seriously. Information about specific strategies or programmes in place to prevent and tackle bullying is set out in the behaviour policy and the school anti-bullying protocol. The anonymity that can come with using the internet can sometimes make people feel safe to say and do hurtful things that they otherwise would not do in person. It is made very clear to members of the school community what is expected of them in terms of respecting their peers, members of the public and staff, and any intentional breach of this will result in disciplinary action.

If an allegation of bullying does come up, the school will:

- Take it seriously
- Act as quickly as possible to establish the facts. It may be necessary to examine school systems and logs or contact the service provider to identify the bully
- Record and report the incident
- Provide support and reassurance to the victim
- Make it clear to the 'bully' that this behaviour will not be tolerated. If there is a group of people involved, they will be spoken to individually and group. It is important that children who have harmed another, either physically or emotionally, redress their actions and the school will make sure that they understand what they have done and the impact of their actions.

If a sanction is used, it will correlate to the seriousness of the incident and the 'bully' will be told why it is being used. They will be asked to remove any harmful or inappropriate content that has been published, and the service provide may be contacted to do this if they refuse or are unable to remove it. They may have their Internet access suspended in school. Repeated bullying may result in fixed-term suspension.

Managing Emerging Technologies

Technology is progressing rapidly, and new technologies are emerging all the time. The school will risk-assess any new technologies before they are allowed in school and will consider any educational benefits that they might have. The school keeps up-to-date with new technologies and is prepared to quickly develop appropriate strategies for dealing with new technological developments.

Protecting Personal Data

Newent Community School and Sixth Form Centre believes that protecting the privacy of our staff and students and regulating their safety through data management, control and evaluation is vital to whole-school and individual progress. The school collects personal data from students, parents / carers, and staff and processes it to support teaching and learning, monitor and report on pupil and teacher progress, and strengthen our pastoral provision.

We take responsibility for ensuring that any data that we collect, and process is used correctly and only as is necessary, and the school will keep parents fully informed of the how data is collected, what is collected, and how it is used. National curriculum results, attendance and registration records, special educational needs data, and any relevant medical information are examples of the type of data that the school needs. Through effective



data management we can monitor a range of school provisions and evaluate the wellbeing and academic progression of our school body to ensure that we are doing all we can to support both staff and students.

In line with the General Data Protection Regulation 2018, and following principles of good practice when processing data, the school will:

- Ensure that data is fairly and lawfully processed
- Process data only for limited purposes
- Ensure that all data processed is adequate, relevant and not excessive
- Ensure that data processed is accurate
- Not keep data longer than is necessary
- Process the data in accordance with the data subject's rights
- Ensure that data is secure
- Ensure that data is not transferred to other countries without adequate protection.

There may be circumstances where the school is required either by law or in the best interests of our students or staff to pass information onto external authorities; for example, our local authority, Ofsted, or the Department of Health. These authorities are up-to-date with data protection law and have their own policies relating to the protection of any data that they receive or collect.

For more information on the school's safeguards relating to data protection read the school's Data Protection Policy and Privacy Notices.

Monitoring and review of the protocol

The Senior Leadership Team shall review this protocol from time to time to ensure that it meets legal requirements and reflects best practice. If you have any questions about this protocol please contact the Principal or Business Manager. The School will continue to review the effectiveness of this Protocol to ensure it is achieving its stated objectives.

Date of Review

April 2023



Consent Form – Use of Data, taking and using photographs / videos

Name of child: Tutorial:

Newent Community School and Sixth Form Centre believes that celebrating the achievement of children in school is an important part of their learning experience and personal development. Taking photographs and videos of students for internal display and displaying student work enables us to celebrate individual and group successes as a school community. We would also like to use photographs and videos of the school and its students to promote the good educational practice of the school. Children's full names may be published externally with their photographs, and may be published internally (for example, on display with their work).

By signing this form you are consenting to the use of images of your child being used in the following outlets under the terms outlined in section 7 of our Online Safety Protocol which available on our website.

- All school publications
- On the school website
- In newspapers as allowed by the school
- In videos made by the school or in class for school projects

Please read the questions below, circle your answers and then sign and date the bottom of the form.

1. Can we use your child's photograph in printed publications by Newent Community School and Sixth Form Centre? YES / NO
2. Can we use your child's photograph on our website, school blogs, or the school's partnership websites either:
 - In a group or as a member of a whole school activity? YES / NO
 - Individually? YES / NO
3. Can we use your child's photo for publication in a newspaper? YES / NO
4. Can we photograph and video your child within school, and display these publicly within the school, as part of the curriculum and in class? YES / NO
5. Can we use videos of your children to share good practice with professionals from other schools? YES / NO

This consent form covers consent for the duration of year 7 and year 8 after which we will ask for renewed consent. Once your child leaves the school, photographs and videos may be archived within the school but will not be published without renewed consent. More information regarding the storage and protection of images can be found in the school data protection policy.

A full copy of the school's Protocol on online safety containing information on the safe use of photographs, videos, and the work of children in school can be found on the school website.

Name of parent / carer:

Signed: Date:



Acceptable Use of ICT Protocol

Agreement for Students

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.

When using the School's ICT facilities:

- I understand that the School systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have prior permission;
- I understand that the School may monitor my use of the devices, systems, services and communications at any time;
- 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 not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc);
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line;
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes);
- I will respect others' work and property and will not access, copy, remove or otherwise use or alter any other user's files, without the owner's knowledge and permission, and I will ensure that any use is in accordance with School policies and protocols;
- I understand there are risks when using the systems and services, 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 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 respect copyright of materials and intellectual property rights and not take or distribute text, images or other materials without permission;
- I will not use or modify any of the School devices, systems and services in any way that will disrupt their use for others in any way;
- I will not install or attempt to install or store programmes of any type on any School device, nor will I try to alter computer settings;
- I understand that I am not permitted to attempt to connect any devices or systems (eg laptops, mobile phones, USB devices, etc) to any School devices, systems or services without prior permission from an Authorised Person within the School. I understand that, if I am permitted to use my own devices in 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 am responsible for my actions, both inside and outside of the School:

- 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 the School and where they involve my membership of the School community (for example, cyber-bullying, use of images or personal information).



- I understand that if I fail to comply with this Acceptable Use of ICT Protocol – Agreement for Students, I will be subject to disciplinary action. This may include loss of access to the School ICT systems and services, disciplinary action as set out in the codes of conduct and in the event of illegal activities involvement of the police.

I agree to follow these guidelines at all times when:

- using or connected to the School's devices, systems and services;
- using my own equipment inside or outside of the School in a way that is related to me being a member of this School (for example, communicating with other members of the School, accessing School email, websites and services, etc).

I have read and understand that use of the School ICT systems and devices is governed by the full Acceptable Use of ICT Protocol and the Online Safety Protocol. Both of these Protocols are available on the School's website.

Print Name (Student):

Signed (Student):

Date (Student):

Print Name (Parent):

Signed (Parent):

Date (Parent):