



Acceptable Use of Technology for Students – Student IT Acceptable Use Policy

This policy is built around the idea that you, as students of Dunottar School, will respect and protect yourselves, the school, and the school community in your use of technology. Every time you use technology or connect to the internet you need to be aware of the possibilities that are available to you, how to behave responsibly and how to stay safe.

It is important that your actions show respect to anyone that could see your presence online, whether they are directly known to you or not. Equally you must ensure that you limit your audience only to those that you want to view your content wherever possible. Your online presence (digital footprint) should be a positive one at all times, as should your use of technology in school.

School Computers

1. Do not install, attempt to install or store programs/software of any type on the computers without permission.
2. Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources.
4. Do not eat or drink near computer equipment.
5. Respect, and do not attempt to bypass security in place on the computers, or attempt to alter the settings.
6. The use of personal computing devices is bound by the school's Mobile Digital Devices policy.
7. Do not write, or publish anything using any device or computer that you would not be prepared to show your parents, the head teacher or a future employer.
8. Do not be obscene either in the words that you use or the content that you view. This includes material that is violent, racist or adult in nature.
9. Respect the laws of copyright and ensure that sources used are referenced appropriately.
10. Do not share content that puts you, or anyone else at risk in any way, this includes revealing passwords, personal details, photos or your location and tell an adult should someone ask you for any of these details.

Internet (school computers and mobile devices)

1. Do not access the Internet unless for study or for school authorised/supervised activities.
2. Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene, abusive or hurtful to others, or which may bring the school into disrepute.
3. Do not attempt to circumvent the School's Filtering in any way.
4. Do not engage in 'chat' or social networking activities over the Internet.
5. Never arrange to meet anyone unless accompanied by a parent or guardian. People that you meet online are not always who they appear to be.
6. The playing of games is not permitted at any time whilst on the school site.



Security and Privacy (school computers and mobile devices)

1. Do not disclose your password to others or use passwords intended for the use of others.
2. Never tell anyone that you connect with on the Internet your home address, telephone number or school name, or send photographs of yourself or others, unless you are given permission by a member of staff to do so.
3. Staff may review files and communications on school equipment to ensure that users are using the system responsibly.

E-mail (school computers and mobile devices)

1. Be polite and appreciate that other users might have different views. The use of strong language, swearing or aggressive behaviour is not allowed.
2. Never open attachments within emails unless they come from someone that you know and trust. Attachments could contain viruses, which may destroy all the information and software on the computer or network.
3. The sending or receiving of emails containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist or inappropriate content.
4. Only use the school based email system and Office 365 to store your work. Do not send school work home via personal email accounts.
5. From time to time you will need to contact staff via email. This should only be done using your school email account. Staff receiving emails from a student's personal email will not be responded to.
6. Do not download or open file attachments unless you are certain of both their content and origin. File attachments may contain viruses that may cause loss of data or damage to the School network.

If you are sent inappropriate material e.g. images, videos etc. report it immediately to the IT Department or the Deputy Head - Pastoral (Mr Broughton).

Photographs and Video

1. Do not take pictures or record film of any pupils or members of staff, while in school or on school trips, without the permission of those being photographed or filmed.
2. If you need to photograph or film other pupils as part of an educational activity (e.g. drama rehearsal), you should use school equipment and you must seek permission from a teacher to make the film and check that pupils involved give their consent.
3. Where personal devices are used, such as on school trips with general permission from the trip leader, consideration should be given to the appropriateness of uploading pictures or film to social media and, if requested by the subject of the images, you must remove them from social media platforms. Uploading inappropriate photos or videos will result in disciplinary action.
4. Never send, print, display or otherwise transmit images which are unlawful, obscene, abusive or hurtful to others, including youth produced sexual imagery content, or which may bring the school into disrepute.
5. Do not use the school devices for taking images of other students unless it forms part of a specific lesson.
6. Report immediately to your teacher any images on a school iPad which you deem to be inappropriate.



Student IT Acceptable Use Policy Agreement

1. You must read and sign this agreement before you can be allowed to use the school's ICT resources.
2. You must agree to the school viewing your school account, with just reason and without notice, any emails you send or receive, material you store on the school's computers, or logs of websites you have visited.
3. You must only access those services you have been given permission to use.
4. You may bring your own portable devices such as laptops into school and you will be able to access the internet, using school Wi-Fi, but will not have direct access to resources stored on the school network.
5. You must adhere to all instructions set out in the acceptable use of technology guidelines.
6. You must also abide by the school's Mobile Digital Devices policy.
7. If you become aware of a breach of this policy, it is your responsibility to report it to a member of staff.

Penalties for misuse of computer systems under the Computer Misuse Act and the Data Protection Act 1998 will depend on the nature and seriousness of the offence. Disciplinary action may be taken against pupils who contravene this policy. The school, for various legitimate reasons, may need to monitor the use of email and internet access from time to time.

I confirm that I have read the Acceptable Use of IT for Students, understand it and will comply with its obligations.

Please return this sheet signed to your form tutor or the IT Office.

Full Name (print):

Year Group:

Signature:

Date:



Microsoft Teams – Distance Learning Code of Conduct

Parental Acceptable Use Policy

I understand that:

- Teams activity is analysed and reported for inappropriate content or concerning activity to ensure all students accessing Teams are following the expectations for students outlined below.
- Students who do not adhere to the above expectations may be removed from the **online live lesson** and will be referred to the Head of Department/Head of Year/SLT/Headmaster to take appropriate action and parents will be contacted.

Student Code of Conduct

In addition to the Dunottar Schools ICT and iPad Acceptable Use Policies and Behaviour and Discipline Policy, I understand that when using Microsoft Teams:

- There is an expectation that students will engage in online collaborative work when requested by their teacher.
- Students will work in a respectful and helpful manner, following instructions carefully.
- The recording of still images, filmed images or audio of staff or other pupils without permission, and the distribution of such images, is strictly forbidden.
- Making inappropriate, offensive or unkind comments, including through emojis and/or images, will not be tolerated.
- Students must not interfere with another student's work without their permission, whether it is work submitted on a platform or shared work in a collaboration space (such as in OneNote).
- When submitting academic work, students must adhere to the usual standards of academic honesty and be careful not to plagiarise work, avoiding copying off the internet and submitting as their own assignment work, or submitting work as their own without reference to co-authors if the work was generated collaboratively.

Respect for Others

- Always speak to people online as you would in person. Consider what you say and how this makes the other person feel; always aim to be positive. Negative or abusive comments are unnecessary and any actions, words or attitudes which show a lack of respect for others will be taken seriously. Staff will act as moderators for discussion during 'live' lessons.



Dress and Appearance

- Students are expected to wear 'mufti' dress for all remote lessons. For clarity, it is not appropriate to wear pyjamas for learning.

I understand that when using Microsoft Teams for online live lessons:

- I am expected to attend my timetabled lessons. If a lesson can't be attended, you should inform your teacher in advance where possible. Parents will be contacted if lessons or registration are missed.
- Staff will start and end the online 'live' lesson.
- I should actively participate in the lesson.
- I will not mute or remove any other person in a lesson.
- I will only use the webcam when instructed to do so by a member of staff.
- I will not attempt to invite any other user into a meeting.
- I will not go into lessons outside of the lesson times.
- The live online lesson will be monitored closely at all times
- Behaviour when working as part of an online live lesson should be as expected in normal classroom learning:
 - respect for all participants
 - quietly attentive
 - prepared to ask and answer academic questions
 - attempt learning tasks in good faith, whatever the challenge
 - engage respectfully and enthusiastically with others when collaborating
- Everyone in the school community must do all they can to keep themselves safe and to ensure that they do not put themselves or others at any risk.
- If I misuse Microsoft Teams I understand there will be consequences, such as no longer being able to use the webcam. Repeated misuse could result in access to Microsoft Teams being revoked.