



## Student Acceptable Use of ICT Agreement

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Students at Watling Academy have access to a wide range of equipment and software to assist with their studies. As a result, the use of ICT, including the internet, e-mail, video, cameras, **artificial intelligence (AI) tools**, and other mobile technologies are an important part of teaching and learning at Watling Academy. We expect all students to be safe and responsible when using any ICT. It is essential that students are aware of e-safety and know how to stay safe when using any ICT at Watling.

Your child will be able to access the internet and to correspond by e-mail with other students or staff at home or abroad. When they use e-mail, they will be acting as an ambassador for Watling Academy. Consequently, it is important that certain standards are maintained.

Any e-mail that your child sends must not contain material which could cause offence, either to any person in this country or in the country to which they are sending it. This means that they would not be embarrassed or offended if the e-mail was to be read by their teacher or by their parents. We also ask that if your child receives any offensive mail, they report it as soon as possible, to either their Tutor or their Head of Year, so that appropriate action can be taken.

Equally, when using the internet, certain conditions apply. Your child should not visit or attempt to visit any site which could be considered offensive. Again, the yardstick is whether the Academy would approve of the material they are viewing. The internet access system we use filters, very carefully, which sites students can visit. However, it is not possible to offer a guarantee that all offensive sites have been blocked due to the nature of the internet.

We closely monitor both e-mail and web access and all students take part in lessons designed to assist them to stay safe whilst using the Internet. We should make it clear that we do not think that your child is likely to break any of the rules, but we feel it is important that you stress to your child the importance of not abusing the trust placed in them.

We therefore ask that you read and discuss this Agreement with your child – including the e-safety rules below – and that you reinforce how important it is that they stay safe online.

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**As a Watling Academy student, I agree to the following:**

- I will only use ICT systems at the Academy, including the internet, e-mail, digital video, etc. for educational purposes.
- **I will only use artificial intelligence (AI) tools such as chatbots or image generators for educational purposes and under the guidance of a member of staff.**
- **I will not use AI tools to cheat, plagiarise, or create false, misleading, or harmful content.**
- I will not download or attempt to install software on Academy equipment.
- I will only log on to the Academy network with my own username and password.
- I will not reveal my username or passwords to anyone and will change my passwords regularly. (We recommend that you change your passwords at least once per term).
- When I am logged onto the Academy network, I will only use my authorised Academy e-mail account to send messages. This means that whilst I am on the Academy site, I will not attempt to use the Academy computers to send any messages via a private email account or messaging service.
- I will make sure that all ICT communications with students, teachers or others are responsible, sensible, and polite.
- I will be responsible for my behaviour when using the internet. This includes resources I access and the language I use.
- I will not browse, download, upload or forward material that could be considered by the Academy to be offensive or illegal. If I accidentally come across any such material, I will report it immediately to a teacher.
- Whilst online I will not tell anyone any personal information such as my name, phone number and address or give out information about anyone else. I will not arrange to meet someone I contact online, unless this is part of an Academy project and approved by my teacher.
- If I take any images whilst on the Academy premises they will only be taken under the direction of a member of staff, stored, and used for Academy purposes in line with the consents provided by my parents, and will not be distributed outside the Academy network without the permission of the Academy.
- **I will not edit, share, or post any images, videos, or recordings of staff or students without permission.**
- I will ensure that my online activity, both in and outside the Academy, will not cause the Academy, the staff, students, or others distress or bring the Academy into disrepute.
- I will ensure that any use of social media (including but not limited to Facebook, X (formerly known as Twitter), Snapchat, Instagram, WhatsApp, Discord, Threads and TikTok) will be appropriate and will not cause the Academy, the staff, students, or others distress or bring the Academy into disrepute.
- I will respect the privacy and ownership of others' work online at all times.
- I will not attempt to bypass the internet filtering system.
- **I will not connect any personal device (e.g. mobile phone, tablet, USB drive) to the Academy network without permission.**

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- **I will report any suspicious or concerning online activity (e.g. scams, phishing, or hacking attempts) to a teacher immediately.**
- I understand that all my use of the internet and other related technologies are being monitored and logged and can be made available to my teachers and my parents.
- **I will behave appropriately during any online lessons or video calls, ensuring I am respectful, appropriately dressed, and not recording or sharing any part of a lesson without permission.**
- I understand that these rules are designed to keep me and all members of the Watling Learning Community safe and that if they are not followed Academy sanctions will be applied and my parent/carer may be contacted.

**Parents/Carers are asked to indicate agreement to abide by these e-safety rules in the parental agreement and consent section of the online application form.**

**A decision not to agree will result in the school restricting your child's access to our ICT facilities.**

NB – If guidance contained within this policy should be in contradiction to the General Data Protection Regulations Policy (GDPR), then please default to the GDPR policy for clarification.