Acceptable Use Policy Agreement for all pupils

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I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password like my 'toothbrush' – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", (i.e. chatting to an unknown person who could be lying about themselves in order to gain your confidence and trust), when I am communicating on-line
- I will not disclose or share personal information about myself or others when on-line.
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- 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 understand that everyone has equal rights to use technology as a resource and:

- I understand that the school ICT systems are primarily intended for educational use and that **I will not use the systems for personal or recreational use unless I have permission to do so.**
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- **I will not use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have the permission of a member of staff to do so.**

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will not take or distribute images of anyone without their permission.

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I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my personal hand held / external devices (mobile phones / USB devices / iPods etc.) in school **if I have permission**. I understand that, if I do 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 the risks 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 immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- **I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.**
- I will **not** use chat and social networking sites at any time on the school premises.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of 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 school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include temporary **loss of access to the school network** / **internet**, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

The wording we use with Foundation Phase pupils is as follows although the above still stands.

This is how we stay safe when we use computers:
- I will ask a teacher or another adult from the school if I want to use the computers
- I will only use activities that a teacher or another adult from the school has told or allowed me to use.
- I will take care of the computer and other equipment
- I will ask for help from a teacher or another adult from the school if I am not sure what to do or if I think I have done something wrong.
- I will tell a teacher or another adult from the school if I see something that upsets me on the screen.
- I know that if I break the rules I might not be allowed to use a computer/tablet.

Please sign and date below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return the agreement, access will not be granted to school ICT systems.

AI Acceptable Use Policy

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Use of Artificial Intelligence (AI) tools

Artificial Intelligence (AI) includes tools that can create or help with text, images, videos, music, answers or ideas (for example chatbots or image generators). These tools can support learning, but they must be used safely, responsibly and honestly.

When using AI tools, I understand that I must:

Use AI safely and responsibly

- Only use AI tools with permission from a teacher and only for school-approved purposes
- Remember that AI tools can make mistakes and may give incorrect, misleading or biased information
- Always check work carefully and use my own thinking and judgement

Be honest in my learning
- Use AI to support my learning, not to replace it
- Not claim AI-generated work as entirely my own if I have been asked to work independently
- Follow teacher instructions about how and when AI can or cannot be used

Protect personal information
- Never enter personal information into AI tools, including:
  - My full name, address, school details, login details, photos or videos
  - Information about other pupils, staff or my family
- Understand that once information is shared with AI tools, it may not be private or secure

Respect others and behave appropriately
- Not use AI to create or share content that is:
  - Unkind, bullying, threatening or discriminatory
  - Embarrassing, harmful or misleading
  - Designed to impersonate or trick others
- Treat others online with the same respect I would expect for myself

Understand risks and wellbeing
- Know that spending too much time using AI or relying on it too heavily can affect learning and wellbeing
- Ask for help if something generated by AI makes me feel uncomfortable, confused or worried

Report concerns
- Tell a teacher or trusted adult straight away if:
  - I see unsafe or inappropriate AI-generated content
  - I think AI has been used to bully, upset or harm someone
  - I am unsure whether my use of AI is allowed
- Understand that reporting concerns is the right thing to do

Accept consequences
- Understand that misuse of AI is treated the same as misuse of other school technology
- Know that breaking these rules may result in:

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- o   Loss of access to ICT systems or AI tools
- o   Contact with parents/carers
- o   Further action if laws or safeguarding rules are broken

<u>Simplified version for younger learners / Summary</u>

This is how we stay safe when using AI tools:

- I will only use AI tools when a teacher says it's OK
- I will not put my name or personal information into AI
- I will be kind and respectful when using AI
- I will tell an adult if something I see worries me
- I know AI can make mistakes, and I must always think for myself