

## Acceptable Use Policy (AUP) for Students

### What is an AUP?

We ask everyone involved in the life of Camden School for Girls to sign an Acceptable Use Policy (AUP), which is a document that outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (at school and at home).

### Why do we need an AUP?

These rules have been written to help keep everyone safe and happy when they are online or using technology. Sometimes things go wrong and people can get upset, but these rules help us avoid it where we can.

School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. This means anything you do on a school device or using school networks/platforms/internet may be viewed by one of the staff members who are here to keep you safe.

But it's not about systems and devices – it's about behaviour. So, the same rules apply regardless of where you are.

All of the points in the list on the next page below can be summarised as follows:

**“Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face to face.”**

### Where can I find out more?

If your parents/carers want to find out more, they can read Camden School for Girls' full e-Safety Policy, available on the website, for more detail on our approach to e-safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc). They may also have been asked to sign an AUP for parents.

If you have any questions about this AUP, please speak to Head of ICT Support / ICT Office.

### What am I agreeing to?

#### **BEHAVIOUR - FOR ANY DEVICE, APP, SITE OR GAME, AT SCHOOL AND AT HOME:**

- Anything I write, post or share online will be necessary, relevant, positive and respectful of others.
- I will treat myself with respect at all times and treat others the way I would like to be treated and speaking to people as I would face to face.
- I will always protect my reputation and that of the school, staff, students and others.
- When I am at school, I will only use apps, sites or games which I know are appropriate for school use.
- I will always avoid taking risks online and anything which encourages hate or discrimination.

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- I know just calling something banter doesn't make it okay - if it is upsetting it could become bullying. So, if jokes are all one-sided, or the other person is upset, it's time to stop!
- I will not use technology to bully, harass, threaten, make fun of or upset anyone, at school or outside. I will report any incidents of bullying, harassment and threatening behaviour to a trusted adult.
- I will never set up a fake account pretending to be someone else, whether or not I think it is only fun.
- I am always very careful when someone wants to add me as I know people online might not be who they say they are, even if the picture and name are from someone I know.
- I will always talk to a trusted adult and never meet someone face to face who I only met online.
- I will only use my personal devices (mobiles, smartwatches etc) in school if I have permission. I will never take secret photos, videos or recordings of teachers or students, including remotely.
- I will not film fights or anything where someone is upset or angry, I will always get help.
- I can always say no, end a chat or block someone; I will talk to someone about it.
- I know it is illegal to look at pornography if you are under 18 as it portrays unrealistic, unhealthy relationships. I will not do this and will report anyone who sends it to me or tries to trick me into it.
- I understand that my school restricts access to AI platforms for Y7 and Y8 students.
- I will only use generative AI platforms if directed by my teacher. I will ensure that my use of these platforms is transparent, appropriate, legal and ethical. I will never use AI to cheat or plagiarise.

### **SHARING:**

- Anything I do can be shared and may stay online forever - even disappearing or anonymous messages can be traced and saved; deleting it won't remove people's screenshots.
- I will respect my body and other people's: use positive language; not share photos or videos to shame or embarrass; never share revealing images or where I/they aren't fully dressed.
- AI can generate text and images or videos that look real but might not be. I will not create or share artificial images, videos or deepfakes of others. It is my responsibility to check the source of the information for accuracy. It is not my fault if I stumble across (or somebody sends me) something violent, sexual or otherwise worrying. But I will not share or forward it, and I will ask for advice/help.
- I will not post, look at, up/download or share material that could be offensive, misleading, harmful or illegal. If I come across any, I will report it immediately.
- I will not share videos of fights or people getting upset or angry.
- I will not share my or others' personal information that can be used to identify me, my family or my friends on any online space, unless a trusted adult has given permission or reviewed the site.
- I will always check sources before sharing, because I know any information I see online could be biased, fake or misleading, and there are lots of spoof accounts. News should come from a news site, not from a screenshot or a friend of a friend. If I share any news, I make sure there is evidence.

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- Livestreaming can be fun, but I always check my privacy settings and know who can see what and when. If I livestream, my parents/carers know about it.

### **ACCESS, SECURITY & SETTINGS:**

- I understand that the school may be able to track my activity whenever I am on any school device or system. This means they may be able to access my emails or see what websites I visited.
- I will keep login details secret and not share my passwords. If I think someone knows my password, I will ask the IT office to change it. Friends don't share passwords!
- I will not try to bypass school security in any way or access any hacking files or tools.
- I will only edit or delete my own files and not (even try to) view, change or delete other people's files or user areas without their permission.
- I will not click on any link coming from unknown sources or somebody I know if it looks suspicious.
- I will not use a mobile hotspot to provide internet to any device I use in school.

### **GETTING HELP:**

- I will tell a trusted adult if I have a problem or am worried about something, and I will encourage my friends to do so too.
- If I see anything that shows people self-harming or encouraging others to do so, I will report it on the app, site or game and tell a trusted adult straight away.
- School staff and private tutors should not behave differently in private or online so if I ever get asked or told anything that would be strange in school, I will tell another teacher.
- I might be contacted by school staff via school platforms but only about my learning, wellbeing or behaviour. If I am contacted by someone else or these staff ask me to use a different app to chat, I will tell a trusted adult.
- If I see, watch, hear or receive anything I am unhappy with or that makes me uncomfortable, e.g. bullying, sexual, violent or extremist/hateful content, I will not respond. I will talk to a trusted adult.
- I know I can also report unwanted sexual harassment or abuse from the school community and get help at [help@nspcc.org.uk](mailto:help@nspcc.org.uk) or by calling 0800 136 663.
- I know who my trusted adults are at school, home and elsewhere, but I can also get in touch with [Childline](#), [The Mix](#), or [The Samaritans](#).

**I have read and understand these rules and agree to them.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_