



Acceptable Use Policy (AUP) 2023-24

What is an AUP?

We ask all children, young people and adults involved in the life of The Centre School to agree to 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 (both when on school site and outside of school).

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 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 (including from home when home learning) 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 when you are at school as when you are home learning or just having fun with friends.

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 The Centre School's full Online Safety Policy on the school website www.astreacentreschool.org for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc).

If you have any questions about this AUP, please speak to Annabel Gerrard-Croxon, Designated Safeguarding Lead.

What am I agreeing to?

1. I will treat myself and others with respect at all times; when I am online or using any device, I will treat everyone as if I were talking to them face to face. I shouldn't put myself or others at risk.
2. I consider my online reputation with everything that I post or share – I know anything I do can be shared and might stay online forever (even on Snapchat or if I delete it).
3. If I see, watch, read, hear or receive anything I am unhappy with or receive a message that makes me feel uncomfortable, eg bullying, sexual, extremist/hateful content, people hurting themselves or encouraging others, I will report it on the app, site or game and talk to a trusted adult about it.
4. I will only use the school's internet, systems, devices and logins for school-related activities for activities that are appropriate to what I am doing at that time (e.g. at school I don't play games unless I am allowed to, e.g. during lunch, and at home I don't access inappropriate sites or apps).
5. Whenever I use the internet or devices in school **OR use school devices at home OR log in on home devices at home**, I may be monitored or filtered; the same behaviour rules always apply.
6. I will keep logins, IDs and passwords secret and change my password regularly. If I think someone knows one of my passwords, I will change it; if I think they have used it, I will tell a teacher.
7. I will not try to bypass school security in any way or access any hacking files or tools.
8. 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.
9. I understand that any information I see online could be biased and misleading, so I should always check sources before sharing.
10. I understand that bullying online or using technology is just as unacceptable as any other type of bullying, and will not use technology to bully, impersonate, harass, threaten, make fun of or upset anyone, at school or outside. I will stand up for my friends and not be a bystander.

11. I will not post, look at, up/download or share material that could be offensive, harmful or illegal. If I come across any, I will report it immediately.
12. I know some sites, games and apps have age restrictions (most social media are 13+) and I should respect this. 18-rated games are not more difficult but inappropriate for young people.
13. I will not download copyright-protected material (text, music, video etc.).
14. 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.
15. When livestreaming I will check my privacy settings and know who can see what and when. If I livestream, my parents/carers know about it.
16. I know new online friends might not be who they say they are, so I am always very careful when someone wants to 'friend' me. I will never arrange to meet someone face to face who I have only previously met in an app, site or game without telling and taking a trusted adult with me.
17. **When learning remotely, teachers and tutors will not behave any differently** to when we are in school. If I get asked or told anything that I would find strange in school, I will tell another teacher.
18. I will only use my personal devices (mobiles, smartwatches etc) in school if I have been given permission, and I will never take secret photos, videos or recordings of teachers or students, **including when learning remotely.**
19. I will respect my body and other people's – I will not share or post photos or videos that show me or anyone else without all my/their clothes on.
20. Many apps can identify where I am or where I made a post or took a photo, so I know how to turn off location settings so everyone doesn't see where I am, where I live or go to school.
21. I can also **report unwanted sexual harassment or abuse from the school community** or elsewhere and get help at help@nspcc.org.uk or by calling 0800 136 663.
22. It is illegal to view any form of pornography if you are under 18 years old; I will not attempt to do so and will report anyone who tries to trick me into doing so.
23. I can always say no online, end a chat or block someone; if I do, it's best to talk to someone, too.