

Reviewed by CSWP 4 March 2021  
Reviewed by Governing Body 25 March 2021

## APPENDIX 1



# DRAYTON MANOR HIGH SCHOOL

## ONLINE SAFETY RULES AND STUDENT ACCEPTABLE USE AGREEMENT (Key Stage 3 and 4)

At Drayton Manor High School, students enjoy excellent computer facilities and internet access to support students' learning. In addition to this we buy into and access many educational platforms to support you on your educational journey.

We require students to sign up to and respect the following rules to ensure that digital technology is used responsibly and safely at all times.

I agree that I will

- Only use school ICT systems, including but not limited to the internet, Microsoft Office, digital video, laptops and desktops for school purposes
- Not share any personal information such as full name, phone number or address unless guided to by a staff member
- Not download or install software on school technologies
- Not use the school resources to play games (either online or downloaded) other than those directed by a teacher
- Ensure that external storage devices used in school, including USBs, only contain files appropriate for school use
- Only log on to the school network and other platforms with my own user name and password
- Ensure that when 'unmuting' myself (for example of Microsoft Teams)
  - there is no inappropriate background noise
  - I will only do this when asked
  - I will contribute positively and appropriately when invited
- Not reveal my passwords to anyone and change them regularly
- Not browse, download, upload or share material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher
- Seek approval from by my teacher and/or parent to meet someone as part of a school project

- Ensure that my online activity, both in school and outside school, will not cause distress to others
- Report any cases of cyber bullying to a member of staff immediately
- Respect the privacy of others' work on-line
- Not attempt to bypass school ICT security systems
- Make sure that all communication with others is responsible, appropriate and sensible, remaining polite at all times, writing in full sentences and using suitable salutations and sign-offs.
- Report any damage to technical devices, or inappropriate use of ICT systems immediately to a member of staff even if I am not responsible
- Always log off when I have finished working

I will not

- Use school communications systems for personal use
- Forward emails without consent of the person who wrote the email
- Visit inappropriate or banned websites, such as those that exhibit pornographic, sexist, racist, extremist or homophobic material
- Access social networking sites or chat rooms whilst on the school network
- Record, publish or distribute images or videos of other members of the DMHS community without formal permission
- 'Unmute' myself (for example on Microsoft Teams) when/if
  - I am not invited to
  - There are inappropriate background noises
  - I am not going to contribute positively or appropriately to the lesson
- Use digital technology in any way to bring DMHS into disrepute
- Download or stream any content that is not directly linked to my learning
- Use school ICT systems, including the internet, email, MS Teams, digital video, mobile technologies for to bully, harass upset or insult anyone
- Use personal communications systems eg Hotmail accounts for school use of any description
- Distribute, access or store images, text or materials that might be considered indecent, inappropriate, pornographic, discriminatory, sexist, racist, homophobic, extremist, obscene or illegal
- Access copyrighted information in a way that violates the copyright
- Broadcast unsolicited personal views on social, political, religious or other non-school related matters
- Transmit unsolicited commercial or advertising material (SPAM)
- Undertake deliberate activities that waste staff effort or networked resources
- Introduce any form of computer virus or malware into the school network
- Access another person's Microsoft Office account or any other password protected platform eg Show My Homework, Unifrog
- Share my passwords with anyone else
- Plagiarise work for homework, coursework, classwork at any time or share my work with other students for the purpose of plagiarism

I understand that

- All my use of the Internet and other related technologies will be monitored and logged both on and off site
- These rules are designed to keep me safe and that if they are not followed, school sanctions will be applied
- DMHS will check my computer files and may monitor the internet sites I visit and/or messages I send/receive both on and off site
- Lessons on Microsoft Teams/Zoom will be recorded
- If I fail to follow the rules outlined above, my access to the internet and/or the computer network will be affected and I will face sanctions as outlined in the school's Behaviour Policy.

**ONLINE SAFETY RULES AND STUDENT ACCEPTABLE USE AGREEMENT  
(Key Stage 3 & 4)**

Please read the Online safety Rules and Student Acceptable Use Agreement

We have discussed this document with our son/daughter .....  
(Student's name)

who agrees to follow the Online Safety Rules and to support the safe and responsible use of ICT at Drayton Manor High School

NAME OF STUDENT \_\_\_\_\_  
BLOCK CAPITALS PLEASE

SIGNATURE OF STUDENT \_\_\_\_\_

NAME OF PARENT \_\_\_\_\_  
BLOCK CAPITALS PLEASE

SIGNATURE OF PARENT \_\_\_\_\_

DATE \_\_\_\_\_

Reviewed by CSWP 4 March 2021  
Reviewed by Governing Body 25 March 2021

## APPENDIX 2



# DRAYTON MANOR HIGH SCHOOL

## SIXTH FORM ONLINE SAFETY RULES AND STUDENT ACCEPTABLE USE AGREEMENT

At Drayton Manor High School, Sixth Form students enjoy excellent computer facilities, a school email address and internet access to support students' learning. In addition to this we buy into and access many educational platforms to support you on your Sixth Form journey.

School email accounts will be set up for Sixth Form students and these will be used for the setting up of educational accounts with platforms such as

- Unifrog
- UCAS
- Project Q

Teachers may also contact students through the school's email system to communicate with them directly for educational purposes. Students may also use their school email addresses for communicating

- with Universities, Apprenticeship providers or other educational settings
- with Work Experience providers

We require students to sign up to and respect the following rules to ensure that digital technology is used responsibly and safely at all times.

I agree that I will

- Only use school ICT systems, including the internet, email, digital video, mobile technologies for school purposes
- Not give my email address to anyone unless they are relevant staff or educational/careers related settings
- Only use the DMHS email system to communicate with members of the school community and for educational purposes, or for communicating with educational or careers related settings eg UCAS, Universities, Work Experience providers about matters which support my education
- Not give out any personal information such as full name, phone number or address unless guided to by a staff member
- Not download or install software on school technologies

- Not use the school resources to play games (either online or downloaded) other than those directed by a teacher
- Ensure that external storage devices used in school, including USBs, only contain files appropriate for school use
- Only log on to the school network, email and other platforms with my own user name and password
- Not reveal my passwords to anyone and change them regularly
- Not browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher
- Not arrange to meet someone unless this is part of a school project approved by my teacher and/or parent
- Ensure that my online activity, both in school and outside school, will not cause distress to others
- Report any cases of cyber bullying to a member of staff immediately
- Respect the privacy of others' work on-line
- Not attempt to bypass school ICT security systems
- Only use school email between 8am-6pm unless there is an emergency
- Make sure that all communication with others is responsible, appropriate and sensible, remaining polite at all times, writing in full sentences and using suitable salutations and sign-offs. More specifically, I will address those I am communicating with as Dear Sir/Madam or Dear *Mrs Bloggs*
- Report any damage to technical devices, or inappropriate use of ICT systems immediately to a member of staff even if I am not responsible
- Only contact teachers via email where it is absolutely necessary (for example if they have contacted me) and for educational purposes only
- Use my webcam and audio safely and appropriately when asked to by a staff member ensuring that
  - I have a neutral background
  - I, and any household members, are appropriately dressed and use appropriate language
  - I inform the staff member if the use of my webcam and audio if the above is not possible
- Always log off when I have finished working

I will not

- Use school communications systems for personal use
- Send group emails/messages
- Forward emails without consent of the person who wrote the email
- Visit inappropriate or banned websites, such as those that exhibit pornographic, sexist, racist, extremist or homophobic material
- Access social networking sites or chat rooms whilst on the school network

- Record, publish or distribute images or videos of other members of the DMHS community without formal permission
- Use digital technology in any way to bring DMHS into disrepute
- Download or stream any content that is not directly linked to my learning
- Use school ICT systems, including the internet, email, digital video, mobile technologies for to bully, harass upset or insult anyone
- Use personal communications systems eg Hotmail accounts for school use of any description
- Distribute, access or store images, text or materials that might be considered indecent, inappropriate, pornographic, discriminatory, sexist, racist, homophobic, extremist, obscene or illegal
- Access copyrighted information in a way that violates the copyright
- Broadcast unsolicited personal views on social, political, religious or other non-school related matters
- Transmit unsolicited commercial or advertising material (SPAM)
- Undertake deliberate activities that waste staff effort or networked resources
- Introduce any form of computer virus or malware into the school network
- Access another person's e-mail account or any other password protected platform eg Show My Homework, Unifrog
- Share my passwords with anyone else
- Plagiarise work for homework, coursework, classwork at any time or share my work with other students for the purpose of plagiarism

I understand that

- All my use of the Internet and other related technologies will be monitored and logged both on and offsite
- These rules are designed to keep me safe and that if they are not followed, school sanctions will be applied
- Lessons on Microsoft Teams/Zoom will be recorded
- Lesson recordings will be kept on file in the medium term (usually up to one year)
- DMHS will check my computer files and may monitor the internet sites I visit and/or emails I send/receive (both on and off site)
- If I fail to follow the rules outlined above, my access to the internet and/or the computer network will be affected and I will face sanctions as outlined in the school's Behaviour Policy.

**SIXTH FORM ONLINE SAFETY RULES AND STUDENT ACCEPTABLE USE AGREEMENT**

Please read the Sixth Form Online Safety Rules and Student Acceptable Use Agreement

We have discussed this document with our son/daughter .....  
(Student's name)

who agrees to follow the Online Safety Rules and to support the safe and responsible use of ICT at Drayton Manor High School

NAME OF STUDENT \_\_\_\_\_  
BLOCK CAPITALS PLEASE

SIGNATURE OF STUDENT \_\_\_\_\_

NAME OF PARENT \_\_\_\_\_  
BLOCK CAPITALS PLEASE

SIGNATURE OF PARENT \_\_\_\_\_

DATE \_\_\_\_\_