



Leigh Academy Rainham

Leigh Academy Rainham Acceptable Use of Technology (Including Chromebook Use) 2024-25

I understand that this Academy Acceptable Use Policy will help keep me safe and happy online at home and at school.

- I know that the academy computers, tablets, laptops, and internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I am not sure if something is allowed, I will ask a member of staff.
- I know that my use of the academy computers and devices, systems and on-site internet access will be monitored by Smoothwall to keep me safe and ensure policy compliance.
- I have read and understood the academy's expectations with regards to use of personal devices, including Chromebooks as outlined in the Students BYOD policy
- I will keep my password safe and private as my privacy, the academy work and safety must be protected.
- If I need to learn online at home, I will follow the academy remote learning AUP.
- I will write emails and online messages carefully and politely as I know they could be forwarded or seen by someone I did not intend.
- I will only use social media sites with permission and at the times that are allowed.
- I know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place, with a trusted adult present.
- I know that bullying in any form (on and offline) is not tolerated and I know that technology should not be used for harassment.
- I will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the academy community.
- I understand that it may be a criminal offence or breach of the academy policy to download or share inappropriate pictures, videos, or other material online. I also understand that it is against the law to take, save or send indecent images of anyone under the age of 18.
- I will protect my personal information online.

- I will not access or change other people's files, accounts, or information.
- I will only upload appropriate pictures or videos of others online and when I have permission.
- I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources.
- I will always check that any information I use online is reliable and accurate.
- I will make sure that my internet use is safe and legal, and I am aware that online actions have offline consequences.
- I will only change the settings on the computer if the IT services has allowed me to.
- I know that use of the academy ICT system for personal financial gain, gambling, political purposes, or advertising is not allowed.
- I understand that the academy internet filter is there to protect me, and I will not try to bypass it.
- I know that if the academy suspects that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices.
- I know that if I do not follow the academy AUP then:
 - My access to technology could be suspended
 - I may receive a consequence in line with the academy's behaviour policy/code of conduct
- If I am aware of anyone trying to misuse technology, I will report it to a member of staff.
- I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared, or uncomfortable.
- I will visit www.thinkuknow.co.uk www.childnet.com and www.childline.org.uk to find out more about keeping safe online.
- I have read and talked about these rules with my parents/carers.

Student Chromebook use:

In addition to the above, as a student, I agree to:

- Take care of my Chromebook at all times.
- Bring my Chromebook to the Academy every day, fully charged. I acknowledge that If I forget to bring it into the Academy, this might impede my ability to access the planned activities of that lesson and I will be sanctioned.
- Not leaving my Chromebook charging overnight as this will ruin the battery life and impact on my ability to use it in lessons.
- Always keep my Chromebook safe and stored it in an appropriate carry case when outside of my class

- Only take my Chromebook (and headphones) out during lesson time when directed or at home - never during social times, when walking between classes or when travelling to and from Academy.
- Understand and accept that if a teacher asks me to put my Chromebook and headphones away, I must do so immediately
- Not remove any security markings or serial number labels.
- Not deface the Chromebook in any way or subject it to graffiti, including any personalisation and stickers.
- Never reveal my password to anyone else with the exception of a parent or a carer.
- Never allow anyone else to use my Chromebook; I understand that I am solely responsible for any material which is accessed, downloaded or generated on my Chromebook.
- Accept there will be a sanction in place if I am distracted by or misusing the Chromebook in class and I will be asked to have the screen flat on the table for the teacher to see.
- Not attempt to repair or reset my Chromebook if it stops working in any way, either by myself or through any other means. I will report any technical problems to Student Services.
- Immediately report any damage, loss or theft which happens in the academy to a member of staff and student services.
- Understand that chargers are not included in the main management of the device. If I lose or damage my charger I will be required to purchase a replacement charger.
- Not contact any member of staff directly via their work or personal emails, but only ever via Google Classroom and understand I will not expect a response outside of Academy hours (8.00 - 4.30pm).

Leigh Academy Rainham agrees to:

- Provide each student with a Chromebook and access to a range of e-Learning resources.
- Provide students with a range of learning opportunities which make use of the Chromebook, both in academy and at home.
- Provide parents/carers with ongoing advice to help them support their child's use of their Chromebook.
- Make sure that the Chromebook is working and that any repairs are dealt with as quickly and effectively as possible.
- Give students an introduction to using and caring for the Chromebook. This will include a session on security, Online Safety, maintenance and health & safety.
- Provide wireless access to the Internet across the whole academy site. The academy will not be responsible for any costs involved nor content accessed, when the Internet is used out of Academy.

Parent/Carer AUP Acknowledgement

1. I, with my child, have read and discussed the learner acceptable use of technology policy (AUP) and understand that the AUP will help keep my child safe online.
2. I understand that this AUP applies to my child's use of academy devices and systems on site and at home, and personal use where there are safeguarding and/or behaviour concerns.
3. I am aware that any use of academy devices and systems is monitored for safety and security reasons to keep my child safe and to ensure policy compliance (Smoothwall). This monitoring will be proportionate and will take place in accordance with data protection, privacy, and human rights legislation.
4. I am aware that the academy mobile technology policy states that my child cannot use personal mobile phone technology on site and won't connect to the academy WiFi.
5. I understand that my child needs a safe and appropriate place to access remote learning if the academy is closed for any reason. I will ensure my child's access to remote learning is appropriately supervised. When accessing video learning, I will ensure they are an appropriate location (e.g. not in bed) and that they are suitably dressed.
6. I understand that the academy will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe when they use academy devices and systems. I understand that the academy cannot ultimately be held responsible for the nature and content of materials accessed on the internet or if my child is using mobile technologies.
7. I, with my child, am aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the academy community.
8. I understand that the academy will contact me if they have concerns about any possible breaches of the AUP or have any concerns about my child's safety.
9. I will inform the academy or other relevant organisations if I have concerns over my child's or other members of the academy communities' safety online.
10. I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of academy.
11. I will support the academy online safety approaches. I will use appropriate parental controls and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.

Child's Name		Child's Signature	
Form	Date		
Parent/Carer Name			
Parent/Carer signature		Date	

