Acceptable Usage Agreement for Students/Pupils and Parents – Version 5

This is the acceptable usage agreement for the Brighter Futures Learning Partnership Trust

School/s/College. The purpose of this agreement is to promote a positive and responsible use of the network and Internet. Please read carefully and sign at the bottom to show you agree to these terms. If you do not sign and return this form you will not be able to use any of the Trust's IT facilities.

For students:

- I will only use school/college Internet and IT facilities for educational purposes which follow the teacher's instructions. This includes (but is not limited to) email, video, messaging, videoconferencing, social media, Internet, file-saving, and printing.
- I will not use personal IT devices during lessons, tutor group time, clubs or other activities organised by the school/college, without a teacher's express permission. This includes (but is not limited to) Mobile Phones, Tablets, and Smart Watches. If permission is granted, I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online. I will use my personal device as if it were a school/college computer, following all the rules for using school/college computers.
- I will not install or attempt to install software on any device due to the risk of damage being caused by malware or viruses. If software is required, I will ask the teacher who will create a request to the Trust IT team (if the software is appropriate)
- I will not bring personal external storage devices into school/college and/or connect them to school/college devices.
- I will keep my login details secure, not share passwords with anyone, change them when required, and lock my device when unattended.
- I will only use my school/college-supplied email address for school/college-related activities and will not share personal information online, and will only open attachments or follow links where I am confident they are safe and legitimate.
- I will not look at or delete other people's work or files. If I find someone logged onto a machine allocated to me, I will log them off straight away and report it to my teacher.
- I will communicate responsibly and respectfully online at all times and will not use IT systems to bully, harass, threaten, spread false information, or use inappropriate language about students, staff or the school/college.
- I will not use chat rooms or social media platforms in school/college unless this forms part of a pre-planned event or lesson where permission is given by the teacher.
- I will not give out my personal details, such as my name, address, school/college or phone number to anyone on any device or platform.
- I will not meet or arrange to meet in person people I have met on the Internet.
- I will not access, create, upload, download or share inappropriate, harmful or unlawful material, including content that may upset others or infringe copyright. I will acknowledge sources used in my work.
- I will treat all IT equipment at school/college with respect and ensure the computer is left in the state that I found it and log out of the device completely when no longer using it.
- Where equipment is taken offsite, I will complete and sign a loan agreement form and return the equipment promptly at the end of the loan term or on request from the school/college.
- I am aware that everything I do on the computers at school/college is monitored and logged (on and off site) and the logs will be made available to school/college senior leaders in the event of breach of policy. The school/college can talk to my parents if a teacher is concerned about my online safety or my behaviour when using school/college computers.
- Images of pupils/students will only be taken, stored, and used for school/UTC purposes in line with school/college policy. Images will only be used on the Internet or in the media with permission from parents/carers.
- I will not attempt to bypass, disable or circumvent any part of the school/college filtering, monitoring or network security systems.
- I understand that these rules are designed to keep me safe and that if they are not followed, sanctions may be applied and my parent/guardian may be contacted.
- I know how to report any concerns I have about inappropriate use of social media to an appropriate staff member and will do so.
- I have read and will comply with the Social Media Policy, Digital Safety Policy, and AI Policy.
- I will only use Artificial Intelligence (AI) tools for educational purposes where permitted by my teacher and will not submit work generated wholly or partly by AI as my own unless explicitly allowed.

- I will not use AI tools to create, manipulate or share false, harmful or inappropriate content about others, including edited images, audio or video ("deepfakes").
- I will not enter personal data (including names, photographs or school information) into AI systems and understand that I remain responsible for any content I submit or share, including content generated using AI tools.

The following sanctions can be applied:

- Physical damage to equipment – Parents will be expected to reimburse the school/college. Failure to do so will mean that your child may not be able to use IT facilities in school/UTC.
- Abuse of email and communications systems, including sending of abusive or threatening messages will lead to the removal of access based on each school/college behaviour policy. School/college will encourage the family of the victim/s to involve the police, who may prosecute.
- Misuse of Artificial Intelligence tools, including academic malpractice, impersonation, image manipulation or creation of harmful content, will be treated as a breach of this agreement and may result in sanctions in line with the Behaviour and Discipline Policy.
- Repeat offences – will lead to the permanent removal of network access.
- Abuse of the internet, including accessing or attempting to access inappropriate material will lead to the temporary removal of internet access.
- Serious abuse of the rules around network use may also result in further punishment under the school/college Behaviour and Discipline Policy.
- The school/college reserves the right to vary the sanction if access to the system is required for compulsory study.

I accept to be bound by the Brighter Futures Learning Partnership Trust Acceptable Use agreement	
Name	
Signed (Student / pupil)	
Date	

For Parents/Carers:

Every effort is made to ensure a safe environment for our pupils/students, including the use of web filtering and safeguarding monitoring systems; however, it is not possible to filter every web site that may be inappropriate or block individual videos on sites such as YouTube. We believe that the benefits to pupils/students in the form of information resources and opportunities for collaboration exceed the disadvantages; however, we regard the use of IT equipment as a privilege which will be removed if a student/pupil is found to have acted inappropriately.

I agree that my child can use the school/college and Trust's IT systems and internet when appropriately supervised by a member of staff. I agree to the conditions set out above for pupils/students using the IT systems and internet, and for using personal electronic devices in school/college and will make sure my child understands these.

I understand that Artificial Intelligence tools are increasingly accessible to young people and agree to support the school/college in reinforcing safe, ethical and responsible use of AI technologies at home.

I am happy for my son/daughter to have access to the internet including YouTube (where appropriate for their education) and accept that while every effort is made to ensure a safe environment, it is not possible to filter every web site that may be inappropriate. I give my child permission to have access to the email system and to be provided with an email address when required to support their study.

Parents/Carers must refrain from publishing a statement(s) on social media which lowers the estimation of others of Trust/School/UTC/Staff which causes serious harm. If any such statement is made on social media, the Trust/School/UTC/Staff may have a claim for defamation against the parent/carer who has published the defamatory statement. Remedies available to the Trust/school/UTC on behalf of its staff include a court order to remove the defamatory statement, payment of damages and its legal costs.

Signed (Parent / carer)	
Date	