

Pupil Acceptable Use Agreement – Online Lessons

Rules

I understand that I am expected to abide by the College's Classroom Expectations Policy – Online lessons at all times:

- I will be responsible for my behaviour and actions when using technology (Microsoft Teams, Google Classroom and other interactive applications); this includes the resources I access and the language I use;
- I will make sure that all my communication with pupils, teachers or others using technology is responsible and sensible;
- I will only delete my own files;
- I will not look at other people's files without their permission;
- I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it;
- I will not deliberately 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 or one of my parents;
- I will not record or take photos of my classmates or teachers during a video conferencing session;
- I understand that when using Microsoft Teams and other applications provided by the school that my use can be monitored and logged and can be made available to my teachers;
- I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions will be applied and my parents may be contacted.

Guidelines

When using Microsoft Teams, remember that this is an extension of the classroom and you should conduct yourself as you would in accord with the College's classroom expectations (see Guidance for Pupils). This includes:

- Be on time for your interactive session & remain attentive throughout the lesson;
- Video conferencing from an environment that is quiet, safe and free from distractions (not a bedroom);
- Be dressed appropriately for learning (no pyjamas, no beach wear);
- Interact patiently and respectfully with your teachers and peers;
- Provide feedback to teachers about your experiences and any relevant suggestions;
- You MUST NOT record the online interactions of other users, including the teacher. Recording a lesson and placing it on social media will lead to a College sanction;
- Make sure you end the session as soon as the teacher indicates the lesson is finished.

Parental Declaration

Pupil Acceptable Use Agreement – Online Lessons

1. I have read and explained to my child this Pupil Acceptable Use Agreement.
2. I have further explained:
 - a. The aim of the Pupil Acceptable Use Agreement is to help keep children safe on-line;
 - b. That Epsom College's systems and devices may be monitored;
 - c. Monitoring will be proportionate and will take place for safeguarding purposes and in accordance with data protection, privacy and human rights legislation;
 - d. I am responsible, in conjunction with Epsom College, for the nature and content of materials accessed on the internet whilst my child is studying at home;
 - e. The importance of safe on-line behaviour;
 - f. No images, video, sounds or text should be uploaded that may risk the safety or offend any member of the College;
 - g. The College will contact me if they have concerns about any possible breaches of the Pupil Acceptable Use Agreement or they have any concerns about their (my child's) safety;
 - h. I will inform the College or other relevant organisations if I have concerns over their (my child's) or other members of the College's on-line safety.
3. I understand that my child will:
 - a. Use our (6th Form) and school (3rd Form – 5th) devices if authorised by Epsom College whilst studying at home;
 - b. If using Epsom College devices, they will only be used for school study;
 - c. Ask permission from an adult before going on-line to complete school work;
 - d. Only use College authorised settings, websites, search engines and filters;
 - e. Keep personal information safe and private when on-line including passwords;
 - f. Always tell me if they have any worries or feel uncomfortable when on-line;
 - g. Not access or change other people's files, information or status.
4. I understand that if my child or I do not abide by the above conditions that action may be taken by the College. This could include sanctions being applied in line with school policies and, if a criminal offence has been committed, the police may be contacted.
5. I know that I can speak to the Designated Safeguarding Lead and E-Safety Officer (Ms Marisa Bosa – Deputy Head) or The Assistant Head: Pupil Welfare and Wellbeing (Mr Chris Filbey), the College's my child's HMM/Head of Lower School, Tutor or Head if I have any concerns about on-line safety.