PUPIL ACCEPTABLE USE POLICY

The King's Foundation seeks to promote and facilitate the safe and extensive use of ICT resources in the interests of teaching, learning and school administration. As a pupil at King's School Worcester, you must agree to and follow all the below elements of this Pupil Acceptable Use Policy.

USING THE SCHOOL'S ICT SYSTEMS

DO

- Use Microsoft Office 365 suite including Outlook email, OneDrive and OneNote.
- Use multi factor authentication when away from school, as required.
- Access Foundation ICT systems using your own username and password only.
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DO NOT

- Attempt to work around the content filters or other security measures.
- Use VPNs and other device privacy settings to work around the School's ICT systems.
- Use USB storage devices.

ONLINE SAFETY AND BEHAVIOUR

DO

- Ensure that your online communications are respectful of others.
- Respect the privacy of others.
- Log off completely each time you step away from your device.

OTHER TOP TIPS

- Share live links to documents or password protect attachments.
- Be aware of who may be able to see your screen.
- Report and share with School any concerns, breakages, data breaches or online misconduct

DO NOT

- Access, create or share content that is illegal, or offensive.
- Share photos, videos, contact details, or other information about members of the school community.
- Access or share material that infringes copyright.
- Claim the work of others as your own.
- Distribute malicious software to damage, interfere with, or gain unauthorised access to the computer systems of others, or carry out illegal activities.

YOUR PASSWORDS

DO

- Create original passwords that are different for different platforms.
- Change your password immediately if it appears to be compromised.

DO NOT

- Use obvious passwords (for example "password", "123456", a family name or birthday).
- Use the same password for school and personal platforms.
- Let anyone else know your password.
- Keep a list of passwords where they may be accessed.

USE OF MOBILE PHONES

Pupils are permitted to use mobile phones on the following basis:

	LOWER YEARS	MIDDLE YEARS	SIXTH FORM
Outside of lessons	Mobile phones cannot be used, unless with the permission of a member of staff	Mobile phones cannot be used, unless with the permission of a member of staff	Mobile phones can only be used in allocated Sixth Form social areas
In lessons, Form time and House time	Mobile phones will not be used	Mobile phones may be used at the direction of a teacher leading learning activities	Mobile phones may be used at the direction of a teacher leading learning activities
Co-curricular activities,school trips,or involved in school business	Mobile phones cannot be used, unless with the permission of a member of staff	Mobile phones cannot be used, unless with the permission of a member of staff	Mobile phones can not be used, unless with the permission of a member of staff
Timings	**At all times**	**From 8.30am – 3.40pm**	**From 8.30am – 3.40pm**

USE OF EMAILS

DO

- Communicate with staff using King's email addresses only.
- Maintain responsibility for the day-to-day management of your own emails.

DO NOT

- Send or forward any offensive, obscene, violent, dangerous or inflammatory material via email.
- Send or forward chain letter emails, jokes or spam.
- Open or forward any email or attachment from an unrecognised source or that you suspect may contain inappropriate material or viruses.
- Respond to emails that request personal details.

CLOSING YOUR SCHOOL EMAIL ACCOUNT

- When you leave the school, your email account will be closed and the contents deleted.
- For Upper Sixth students, your email account will remain active until the end of the following autumn term to enable ongoing communication with examination boards or further education bodies.

USE OF ARTIFICIAL INTELLIGENCE (AI)

USE OF AI IN LESSONS:

- Teachers may use AI tools for educational purposes during lessons. Pupils may only use AI tools that have been approved by the school and under the supervision of their teachers.

USE OF AI FOR HOMEWORK:

- The use of AI to generate homework is only allowed where teachers have specifically requested pupils to do so. The use of AI tools to generate coursework is prohibited.

PLAGIARISM:

- The school uses third party tools to verify text originality and detect the use of AI or plagiarism in coursework.

SCHOOL MONITORING AND ACCESS

THE FOUNDATION USES SOPHISTICATED **SECURITY**, **FILTERING** AND **MONITORING** SYSTEMS WHICH:

- check for viruses and trap suspicious emails
- deny access to unsafe and inappropriate sites on the internet
- maintain a list of banned sites, which is updated on a regular basis
- monitor keyboard keystrokes and takes screen captures of inappropriate activity
- use screen capture technology for all devices on the network.
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BE AWARE THAT:

- School emails can and will be monitored for inappropriate use
- Internet access can and will be monitored for inappropriate use
- All internet sites accessed by users are logged with date and time of access
- Web history and school email accounts may be accessed by the School

Whilst this provides a measure of significant reassurance, it must be understood that filtering and monitoring does not stop or block all inappropriate content or conduct.

BREACHES OF THIS POLICY

A deliberate breach of this policy will be dealt with as a disciplinary matter using the Foundation's Behaviour Management Policy and may result in the School restricting that pupil's access to school ICT system.

PUPIL CONFIRMATION

All pupils must confirm that they have read the Pupil Acceptable Use Policy and acknowledge their responsibilities by completing this **Microsoft form**.