Francis Barber Pupil Referral Unit

Acceptable Use Policy (AUP) for Pupils

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What is an AUP?

We ask all children, young people and adults involved in the life of Francis Barber to sign an Acceptable Use Policy (AUP). This is a document that outlines how we expect them to behave when they are online or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).

Why do we need an AUP?

These rules have been written to help keep everyone safe and happy when they are online or using technology. Sometimes things go wrong and people get upset, but these rules help us avoid it where we can.

School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. This means anything you do on a school device or using school networks/platforms/internet (including from home when home learning) may be viewed by one of the staff members who are here to keep you safe.

But it's not about systems and devices – it's about behaviour. So the same rules apply when you are at school as when you are home learning or just having fun with friends.

All of the points in the list on the next page below can be summarised as follows:

"Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face to face."

Where can I find out more?

If your parents/carers want to find out more, they can read Francis Barber's full Online Safety Policy on the school website, for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc). Parents/Carers will also have been asked to sign their own AUP.

If you have any questions about this AUP, please speak to your Key Worker.

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What am I agreeing to?

BEHAVIOUR - FOR ANY DEVICE, APP, SITE OR GAME, AT SCHOOL AND AT HOME:

- Anything I write post or share online will be necessary, relevant, positive and respectful.
- I will treat myself with respect at all times and treat others the way I would like to be treated, and speak to people as I would face to face.
- I will always be positive and creative, aiming to learn and share, develop new skills, and have fun
- I know it can be hard to put down devices (for adults too), so when parents/carers or teachers talk to me about it, I will be open and honest if I am struggling. I will use the Digital 5 A Day principles.
- I will always protect my reputation and that of the school, staff, students and others.
- I only use apps, sites and games I am old enough for. I know most social media are 13+ and games can have higher age ratings. I know 18-rated games are not just more difficult but harmful.
- When I am at school or using a school system or device, I will only use apps, sites, or games which I know are appropriate for school use.
- I will always avoid taking risks online and anything which encourages hate or discrimination.
- I know just calling something banter does not make it okay - if it is upsetting it could become bullying. So, if jokes are all one-sided, or the other person is upset, it's time to stop!
- I will not use technology to bully, harass, threaten, make fun of or upset anyone, at school or outside. I will stand up for my friends and not be a bystander.
- I don't want to be fooled online so I will never set up a fake account pretending to be someone else, whether or not I think it is only fun.
- I am always very careful when someone wants to add me as I know people online might not be who they say they are, even if the picture and name are from someone I know.
- I will always talk to a trusted adult before I chat with anyone for the first time, including if they are a 'chatbot'
- I will always talk to a trusted adult (and take them with me the first time) before I meet someone face to face who I only met online.
- I will only use my personal devices (mobiles, smartwatches etc) in school if I have been given permission, and I will never take secret photos, videos or recordings of teachers or students, including when learning remotely.

- I will not film fights or anything where someone is upset or angry – I will either help or get help.
- I will check location and privacy settings the first time I install an app AND regularly afterwards because many apps can show everyone where I am, where I live and go to school (and sometimes they reset without asking me even if I turned it off before!).
- I don't have to keep a secret or do a dare or challenge just because someone (even a friend) tells me to – real friends don't put you under pressure to do things you don't want to. Even if I promised to do something, if I then realise it is a bad idea I can change my mind.
- I can always say no, end a chat, or block someone; I will talk to someone about it.
- I know it is illegal to look at pornography if you are under 18 as it portrays unrealistic and unhealthy relationships so I will not attempt to do so and will report anyone who sends it to me or tries to trick me into it.
- I will only use generative AI platforms that have been authorised by the school. I will ensure that my use of these platforms is transparent, appropriate, legal and ethical.
- I will verify the accuracy, quality and relevance of any AI outputs.
- I will never use AI to create any content that is inappropriate, harmful or illegal.
- I will never use AI to cheat or plagiarise or to claim AI-generated content as my own work.
- I will always credit the source and role of AI tools in my work.

SHARING:

- Anything I do can be shared and may stay online forever - even disappearing or anonymous messages can be traced and saved; deleting it won't remove people's screenshots. So, I will behave online as if I am writing a news article to be published about me when I am famous.
- I will respect my body and other people's: use positive language; not share photos or videos to shame or embarrass; never share revealing images or where I/they aren't fully dressed.
- AI can generate text and images or videos that look real but might not be. I will not create artificial images, videos or deepfakes of others. I will not share anything unless I am sure it is true – even when I am not sure, I will check sources and remember that BBC News is better than my favourite influencer. It is not my fault if I stumble across (or somebody sends me) something violent, sexual or otherwise worrying. But I will not share or forward it, and I will ask for advice/help.

- I will not post, look at, up/download or share material that could be offensive, misleading, harmful or illegal. If I come across any, I will report it immediately.
- I will not share videos of fights or people getting upset or angry.
- I will not share my or others' personal information that can be used to identify me, my family or my friends on any online space, unless a trusted adult has given permission or reviewed the site.
- I will always check sources before sharing, because I know any information I see online could be biased, fake or misleading, and there are lots of spoof accounts. News should come from a news site, not from a screenshot or a friend of a friend. If I share any news, I make sure there is evidence.
- Livestreaming can be fun, but I always check my privacy settings and know who can see what and when. If I livestream, my parents/carers know about it.

ACCESS, SECURITY & SETTINGS:

- I understand that the school may be able to track my activity whenever I am on any school device or system, including when I am at home. This means they may be able to access my emails or see what websites I visited.
- I will keep login details secret and change my password regularly. If I think someone knows my password, I will change it; if I think they have used it, I will tell a teacher. No, friends do not share passwords!
- I will not try to bypass school security in any way or access any hacking files or tools.
- I will only edit or delete my own files and not (even try to) view, change or delete other people's files or user areas without their permission.
- If I am not expecting to receive a file or link from someone, or it looks strange to me, I will double check with the person it is from (in a new message, not by clicking reply) before clicking.
- I will not download copyright-protected material (text, music, video etc.).
- I will not use a personal mobile phone hotspot to provide internet to any device I use in school.

GETTING HELP:

- I will tell a trusted adult if I have a problem or am worried about something, and I will encourage my friends to do so too. Even though it might not feel like it, statistics show that telling someone helps!
- If I see anything that shows people self-harming or encouraging others to do so, I will report it on the app, site or game and tell a trusted adult straight away.

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- School staff and private tutors should not behave differently in private or online so if I ever get asked or told anything that would be strange in school, I will tell another teacher.
- I might be contacted online by my Key Worker, class teacher or other members of school staff and only about my learning, wellbeing, or behaviour. If I am contacted by someone else or these staff ask me to use a different app to chat, I will tell another adult at school, e.g. a member of the Safeguarding team, who are named on posters around the school, or the Head Teacher.
- If I see, watch, read, hear or receive anything I am unhappy with or I receive a message that makes me feel uncomfortable, e.g. bullying, sexual, violent or extremist/hateful content, I will not respond to it but I will talk to a trusted adult.
- I know I can also report unwanted sexual harassment or abuse from the school community and get help at help@nspcc.org.uk or by calling 0800 136 663
- I know who my trusted adults are at school, including the Safeguarding team, who are named on posters on display around the school, at home and elsewhere, but I can also get in touch with Childline, The Mix, or The Samaritans.

I have read and understand these rules and agree to them.

Signed: _____ **Date: _____**