



# Archbishop Beck Catholic College

Acceptable User Policy – Students

## What is an Acceptable User?

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

## Why do we need an Acceptable User Policy?

These rules have been written to help keep everyone safe and happy when they are online or using technology.

Archbishop Beck Catholic College 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 college device or using the college networks/platforms/internet (including when engaged in 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 in college 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 Archbishop Beck Catholic College's full 'Online Safety Policy' available on the college website for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc). They can also contact the college office on 0151 525 6326 or email [info@beck.uk.com](mailto:info@beck.uk.com) to be directed to the appropriate member of staff. Parents and carers have also been asked to sign an AUP.

## What am I agreeing to?

1. I will treat myself and others with respect at all times; when I am online or using any device, I will treat everyone as if I were talking to them face to face.
2. Whenever I use a device, the internet or any apps, sites and games, I will try to be positive and creative, to learn and share, to develop new skills, to have fun and prepare for the future.
3. I will consider my online reputation with everything that I post or share – I know anything I do can be shared and might stay online forever (even on Snapchat or if I delete it).
4. I will tell a trusted adult if I have a problem or am worried about something online, and I will encourage my friends to do so too. Statistics show that telling someone helps!
5. It can be hard to stop using technology sometimes, for young people and adults. When my parents/carers or teachers talk to me about this, I will be open and honest if I am struggling. I will remember the principles of the Digital 5 A Day.
6. 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 a trusted adult for advice/help.
7. If I see anything that shows people hurting themselves or encouraging others to do so, I will report it on the app, site or game and tell a trusted adult straight away.
8. I will ensure that my online activity or use of mobile technology, in college or outside, will not cause my college, the staff, students or others distress or bring the college into disrepute.
9. I will only use the college's internet, systems, devices and logins for school-related activities for activities that are appropriate to what I am doing at that time (e.g. at college I don't play games unless I am allowed to, e.g. during lunch, and at home I don't access inappropriate sites or apps).
10. Whenever I use the internet or devices in college **OR use college devices at home OR log in on home devices at home**, I may be monitored or filtered; the same behaviour rules always apply.
11. I will keep logins, IDs and passwords secret and change my password regularly. If I think someone knows one of my passwords, I will change it; if I think they have used it, I will tell a teacher.
12. I will not try to bypass the college security in any way or access any hacking files or tools.
13. 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.

14. I will use the internet, apps, sites & games responsibly; I will not use any that are inappropriate for school use or for my age, including sites which encourage hate or discrimination.
15. I understand that any information I see online could be biased and misleading, so I should always check sources before sharing (see [fakenews.lgfl.net](http://fakenews.lgfl.net) for support).
16. I understand that bullying online or using technology is just as unacceptable as any other type of bullying, and will not use technology to bully, impersonate, harass, threaten, make fun of or upset anyone, at college or outside. I will stand up for my friends and not be a bystander.
17. I will not post, look at, up/download or share material that could be offensive, harmful or illegal. If I come across any, I will report it immediately.
18. I know some sites, games and apps have age restrictions (most social media are 13+) and I should respect this. 18-rated games are not more difficult but inappropriate for young people.
19. When I am at school, I will only message or mail people if it's relevant to my learning.
20. 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.
21. I know new online friends might not be who they say they are, so I am always very careful when someone wants to 'friend' me. Unless I have met them face to face, I can't be sure who they are.
22. I will never arrange to meet someone face to face who I have only previously met in an app, site or game without telling and taking a trusted adult with me.
23. If I get asked or told anything that I would find strange in college, I will tell another teacher.
24. Many apps can identify where I am or where I made a post or took a photo, so I know how to turn off location settings so everyone doesn't see where I am, where I live or go to college.
25. What I do on devices should never upset or hurt others and I shouldn't put myself or others at risk.
26. 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, extremist/hateful content, I will not respond to it but I will talk to a trusted adult about it.
27. I know who my trusted adults are at college, home and elsewhere, but I know 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:** \_\_\_\_\_ **Student**

**Date:** \_\_\_\_\_