



**THE AREAS GROUP  
OF ACADEMIES  
LINCOLNSHIRE**

# **THE AREAS GROUP OF ACADEMIES (TAGOA) ACCEPTABLE USE POLICY**

Created by The Education People

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# KS1

I understand that the The Areas Group of Academies Acceptable Use Policy will help keep me safe and happy online.

- ***Settings should include age appropriate information and expectations relating to use of devices, for example tablets, cloud computing, learner owned devices.***
- I only use the internet when an adult is with me.
- I only click on links and buttons online when I know what they do.
- I keep my personal information and passwords safe.
- I only send messages online which are polite and friendly.
- I know the The Areas Group of Academies can see what I am doing online when I use The Areas Group of Academies computers and tablets and name of any specific The Areas Group of Academies systems learners are expected to use, including when I am at home.
- I always tell an adult/teacher/member of staff if something online makes me feel upset, unhappy, or worried.
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) (***include other age appropriate links***) to learn more about keeping safe online.
- I know that if I do not follow the rules:
  - ***I will receive an appropriate sanction dependent on the severity of my misuse***
- I have read and talked about these rules with my parents/carers.

# KS2

I understand that the The Areas Group of Academies Acceptable Use Policy will help keep me safe and happy online at home and at The Areas Group of Academies.

## Safe

- I will behave online the same way as I behave in the classroom.
- I only send messages which are polite and friendly.
- I will only post pictures or videos on the internet if they are safe and appropriate, and if I have permission.
- I only talk with and open messages from people I know.
- I will only click on links if I know they are safe.
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult.

## Learning

- **Settings should include specific information and expectations relating to the use of devices and technology e.g. tablets, laptops, cloud computing, shared file storage areas.**
- I ask my teacher before using my own personal devices at The Areas Group of Academies. **Other statements will be required if personal devices are or are not permitted by the setting.**
- I always ask permission from an adult before using the internet.
- I only use websites and search engines that my teacher has chosen.
- I use The Areas Group of Academies devices for The Areas Group of Academies work unless I have permission otherwise.
- If I need to learn online at home, I will follow the The Areas Group of Academies remote learning AUP. **If The Areas Group of Academies does not have a separate remote learning AUP then appropriate content should be included here.**

### Trust

- I know that not everything or everyone online is honest or truthful.
- I will check content on other sources like other websites, books or with a trusted adult.
- I always credit the person or source that created any work, images, or text I use.

### Responsible

- I keep my personal information safe and private online.
- I will keep my passwords safe and will not share them.
- I will not access or change other people's files or information.
- I will only change the settings on a device if a member of staff has allowed me to.

### Understand

- I understand that the The Areas Group of Academies internet filter is there to protect me, and I will not try to bypass it.
- I know that all The Areas Group of Academies devices and systems are monitored to help keep me safe, including when I use them at home.
- I have read and talked about these rules with my parents/carers.
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) and [www.childline.org.uk](http://www.childline.org.uk) to learn more about being safe online.
- I know that if I do not follow the The Areas Group of Academies rules then:
  - **I will receive an appropriate sanction dependent on the severity of my misuse**

### Tell

- If I see anything online that I should not or that makes me feel worried or upset, I will minimise the page and tell an adult straight away. **Amend to reflect your approach e.g. shut the laptop lid, turn off the screen.**
- If I am aware of anyone being unsafe with technology, I will report it to a teacher.
- I know it is not my fault if I see or someone sends me something bad online. I always talk to an adult if I am not sure about something or if something happens online that makes me feel worried or frightened.

# KS3/4/5 (Secondary)

I understand that the The Areas Group of Academies Acceptable Use Policy will help keep me safe and happy online at home and at school.

- **Settings should include specific information and expectations relating to use of devices on site for example, tablets, cloud computing, pupil owned devices.**
- I know that The Areas Group of Academies computers, tablets, laptops, and internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I am not sure if something is allowed, I will ask a member of staff.
- I know that my use of The Areas Group of Academies computers and devices, systems and on-site internet access will be monitored to keep me safe and ensure policy compliance.
- I will keep my password safe and private as my privacy, The Areas Group of Academies work and safety must be protected.
- If I need to learn online at home, I will follow the The Areas Group of Academies remote learning AUP. **The Areas Group of Academies does not have a separate remote learning AUP then appropriate content should be included here.**
- I will write emails and online messages carefully and politely as I know they could be forwarded or seen by someone I did not intend.
- I will only use social media sites with permission and at the times that are allowed. **Amend according to social media policy.**
- I know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place, with a trusted adult present.
- I know that bullying in any form (on and offline) is not tolerated and I know that technology should not be used for harassment.
- I will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the The Areas Group of Academies community.
- I understand that it may be a criminal offence or breach of the The Areas Group of Academies policy to download or share inappropriate pictures, videos, or other material online. I also understand that it is against the law to take, save or send indecent images of anyone under the age of 18.
- I will protect my personal information online.
- I will not access or change other people files, accounts, or information.
- I will only upload appropriate pictures or videos of others online and when I have permission.
- I will only use my personal device/mobile phone in The Areas Group of Academies if I have permission from a teacher. **Other specific statements will be required if mobile phones/personal devices are or are not permitted in line with the mobile technology policy.**
- I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources.
- I will always check that any information I use online is reliable and accurate.

- I will make sure that my internet use is safe and legal, and I am aware that online actions have offline consequences.
- I will only change the settings on the computer if a teacher/technician has allowed me to.
- I know that use of the The Areas Group of Academies ICT system for personal financial gain, gambling, political purposes, or advertising is not allowed.
- I understand that the The Areas Group of Academies internet filter is there to protect me, and I will not try to bypass it.
- I know that if the The Areas Group of Academies suspect that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices.
- I know that if I do not follow the The Areas Group of Academies AUP then:
  - ***I will receive an appropriate sanction dependent on the severity of my misuse***
- If I am aware of anyone trying to misuse technology, I will report it to a member of staff.
- I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared, or uncomfortable.
- I will visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) [www.childnet.com](http://www.childnet.com) and [www.childline.org.uk](http://www.childline.org.uk) to find out more about keeping safe online.
- I have read and talked about these rules with my parents/carers.

### **NEW INFORMATION**

As per the new requirement to be connected to The Areas Group of Academies network, we have included this in the AUP. From January 2024, if a student has misused the network resources, we will gather all the students that have logged on to the computer and politely ask that the student who misused the technology come forward and confess to doing so and depending on the severity, could receive a fine of up to £1000 or more (severe damage(s) to computer). If this is not found out however, all students that had logged on to the computer in question are excluded for a period of time regardless of their innocence. We understand that it will be seen as unfair to some, however we believe that this is hopefully a repellent for this type of behaviour. The £1000\* fine mentioned earlier would cover the cost of the new parts that would need to be ordered, the manual labour cost for the staff that will have to work overtime to fix the damages which could ultimately take days to complete and the inconvenience for other students. I understand that if I damage or install harmful software onto the trust devices, I will be sanctioned accordingly and may receive a fine.

**PLEASE GO ONTO THE NEXT PAGE TO SIGN...**

<b>Acceptable Use Policy</b>	
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Please only sign if your attends one of the academies	
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Parent/Carer:	Name:
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Child:	Name:
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Tutor/Teacher:	Name:
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