

Acceptable Use Agreement Y4 - Y12

At Sherborne Qatar School for Girls, we make sure everyone feels safe in school at all times. Staying safe when you are using the computer and the internet - whether at home or at school – is very important, too. These rules will help keep you safe.

- I will bring my Surface Pro to school every day and it will be fully charged, ready to support my learning.
- I will keep my device in a clean condition and use only appropriate profile pictures and screensavers.
- I will use all technology sensibly, respectfully and responsibly. I understand that if my device is broken or damaged it is my responsibility to fix it.
- I will not bring my mobile phone to school – I understand that if my mobile phone is found in my possession during the school day then it will be confiscated and only returned to my parent.
- In school, I will sign in to windows using my Microsoft 365 account and use the school network.
- No hotspots, VPNs, games or messaging software are installed on my school login or used during the school day
- No apps or social media accounts will be used on school premises.
- I will only use the internet, Teams and other platforms for learning. I will be polite with the language I use for emails and sending messages.
- I will not take photos or videos of my classmates or teacher's and I understand that this kind of behaviour would be a level 2 (very serious) breach of the behaviour policy and could result
- I know that I must not deliberately browse, download or upload material that could upset anyone in any way. If I accidentally come across any such material, I will report it immediately to an adult.
- I know that I must not send anyone material that could upset them or be considered threatening or bullying whether this is during the school day or our of school hours.
- If I am concerned or upset about anything I see on the internet or any messages I receive, I will talk to an adult.
- I know that I must not access, change or delete other people's files and I will only ever sign in as myself on all platforms.
- I know that I must never give out any of my personal information online or arrange to meet anyone.
- I know that I must keep my username and passwords safe and never reveal these to anyone.
- I know that if I break these rules, I may be stopped from using the internet and / or computers and devices and will receive sanctions including verbal warning, written warning, suspension from school, in line with the Behaviour Policy.
- I know school can check my computer to see what I am doing and the sites I have visited including the camera roll and apps to check for inappropriate/unlawful images and chat messages
- I understand that these rules are designed to keep me safe and that if I choose not to follow them, teachers may block my access and contact my parents.
- I understand this agreement is a summary of the school's policy. Procedures and protocols as well as the MOEHE Code of Ethics and further details can be referred to in these policies in full via our school website.



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- I understand I will always embody the Shirburnian Values; **Teamwork, Respect, Honesty, Kindness, Perseverance and Responsibility**. These core values are at the heart of everything we do.
- I know that if I break these rules the school can ask to take management of my device during school hours by installing software at my cost.

It is important to remember that using any online remote learning application is an extension of the classroom and you should conduct yourself as you would in a classroom, by following our Behaviour Policy and values. The applications and resources are provided by school for educational purposes and must only be used in this way.

Parent

Pupil

Class

Date