

Please see below the content copied from Thomas Rotherham College's (TRC) electronic Pupil Acceptable Use Policy (AUP).

The answers to the questions asked in this AUP are stored online to emit paperwork.

Screenshots of the electronic AUP are pictured below the text.

Acceptable Use Agreement for Pupils

These are the rules you must follow when using any kind of IT in the academy.

Email address:

Introduction

IT stands for, Information Technology. This includes; the internet, email and mobile technologies. IT is an important part of learning in our academy.

Thomas Rotherham College expects all pupils to be safe and responsible when using any IT. It is essential that pupils are aware of e-Safety and know how to stay safe when using any IT.

When you have read it and understood it, you must sign to say that you agree to follow these rules. If there is anything that you do not understand about this agreement, you must ask a member of staff to explain this to you.

Section 1: IT Agreement

1. I will only log onto Thomas Rotherham College systems with my own username and password.
2. I will change my password regularly. If I think someone else knows it, I will change my password immediately.
3. I will not reveal my password(s) to anyone.
4. I understand that my use of the Internet and other IT can be monitored, and that my teachers and other academy staff will sometimes look at how I am using IT and what I am storing on academy devices.
5. I understand that my teachers will look at and assess my work that I keep in my files.
6. I understand that when I use IT, this is logged on academy systems and that my teachers can see this.
7. I understand that if I do something that I should not when using IT; for example, look at sites I am not supposed to, download Apps that I should not, or use offensive language or images; that academy staff will respond to this. This may involve a sanction, informing my parents, my carers, and when it is really serious, the police and other people external to the academy, such as social workers.

8. I will make sure that all IT communications with other pupils and my friends, teachers or others is responsible, sensible and appropriate and, most importantly, that it is not offensive or upsetting in any way.
9. I understand that I must keep my email inbox tidy and delete unnecessary emails regularly so that I can receive academy emails from my teachers and other staff.
10. I will be responsible for my behaviour when using the Internet. This includes the things that I look at and the words that I use.
11. I will not give out any personal information such as name, phone number or address; this includes the details of other pupils or adults to anyone.
12. I will not share photos/images/videos of myself or anyone else that are inappropriate with anyone and will tell a member of staff if anyone sends something like this to me.
13. I will not copy someone else's work or images and pretend that they are mine.
14. I will respect the privacy and ownership of others' work online at all times.
15. I understand that if I bring unauthorised electronic equipment into the academy and use it, that it will be confiscated and my parents/carers will be asked to come into academy to collect it.
16. I will report any concerns that I have about myself or anyone else online to a member of staff.

Section 2: Declaration

By signing this document, you agree to follow this agreement and to support the safe use of IT throughout the academy.

Failure to comply with this agreement could lead to investigation and potential disciplinary proceedings.

Please fill in the following information:

By filling in the following information, you are confirming you have read and understood the Acceptable Use Agreement.

Name:

Screenshots:

The screenshot shows the top of a web page with the TRC logo on the left and the text 'TRC' in large blue letters on the right. Below the logo is a shield divided into four quadrants: top-left has a ship, top-right has crossed keys, bottom-left has a stag, and bottom-right has a crown. A white form titled 'Section 1 of 5' is overlaid on the page. The form has a title 'Acceptable Use Agreement for Pupils' and a subtitle 'These are the rules you must follow when using any kind of IT in the academy.' Below this is a form field for 'Email address *' with the placeholder text 'Valid email address'. At the bottom of the form, it says 'This form is collecting email addresses. [Change settings](#)'. To the right of the form is a vertical toolbar with icons for zoom, print, text, image, video, and list. At the bottom of the form, there is a navigation bar with the text 'After section 1 Continue to next section' and a dropdown arrow.

The screenshot shows the second section of the form, titled 'Section 2 of 5'. The title of this section is 'Introduction'. The text reads: 'IT stands for, Information Technology. This includes; the internet, email and mobile technologies. IT is an important part of learning in our academy.' followed by 'Thomas Rotherham College expects all pupils to be safe and responsible when using any IT. It is essential that pupils are aware of e-Safety and know how to stay safe when using any IT.' and finally 'When you have read it and understood it, you must sign to say that you agree to follow these rules. If there is anything that you do not understand about this agreement, you must ask a member of staff to explain this to you.' To the right of the form is a vertical toolbar with icons for zoom, print, text, image, video, and list. At the bottom of the form, there is a navigation bar with the text 'After section 2 Continue to next section' and a dropdown arrow.

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Name: *

Short answer text
