# Cover sheet – delete this page once you have finished editing the document

# What’s different about this document for September 2024?

This AUP has not changed much but additions have been made around general use of generative AI and in particular creating artificial videos, images or deepfakes in light of reports that children are making indecent images of other children, which legally constitutes child sexual abuse material (CSAM). You may wish to reinforce that (CSAM) imagery is illegal in the UK, whether AI generated or photographic – with even cartoon or less realistic depictions still being illegal to make, possess, and distribute.

# Usage notes

* Items highlighted in yellow need editing/completing/removing before you share the document
* Feel free to add your school name and logo, but please do not try to remove our branding/links
* If you need a simpler version, why not look at the other versions at [safepolicies.lgfl.net](https://safepolicies.lgfl.net), e.g. the one for KS1 or KS2, or the symbolised version, which is great for learners with SEND (and others).
* Please be sure to think about the incidents which took place in your school over the past twelve months and ensure they are covered here – do not be afraid to add new points
* This document covers sensitive issues, including mention of pornography and self-harm
* Do take the time to discuss each section with students rather than just asking them to sign it as this will provide valuable learning opportunities and give staff an insight into students’ online lives. Remember these discussions may lead to disclosures which should be handled in line with school safeguarding procedures
* You may wish to introduce the Children’s Commission [Digital 5 A Day](http://childrenscommissioner.gov.uk/our-work/digital/5-a-day/) mentioned under ‘Behaviour’
* We would love to hear how you use this AUP / if it’s useful, how we can improve it and what else we can do to support you – get in touch with @LGfLSafeguardED on [Facebook](https://www.facebook.com/lgfldigisafe) or [X- Twitter](https://twitter.com/LGfLDigiSafe)
* Remember to talk about what or who a trusted adult is…and remember that can change.
* Why not display this AUP on a classroom wall alongside one of our online safeguarding [posters](https://posters.lgfl.net) at [safeposters.lgfl.net](https://safeposters.lgfl.net)?
* Teachers may also find LGfL’s SafeSkills Online Safety Quiz and diagnostic teaching tool at [safeskillsinfo.lgfl.net](https://safeskillsinfo.lgfl.net) particularly useful to capture and assess pupil resilience and competence for digital life. It is based on the UKCIS Education for a Connected World framework referenced in KCSIE.

# What is an AUP?

We ask everyone involved in the life of [ insert school name here ] to sign an Acceptable Use Policy (AUP), [ \* An AUP is as much about behaviours as ‘use’ of a particular device or technology, so you may wish to rename this document, but we have kept the recognised term ‘AUP’ as the name of this document. ] which is a document that outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (at school and at home).

# 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 [ insert school name here ]’s full Online Safety Policy [ insert link here – there is a template at [safepolicies.lgfl.net](https://safepolicies.lgfl.net) ] for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc). They will also have been asked to sign an AUP for parents.

If you have any questions about this AUP, please speak to [ member of staff name / where to find them ].

# 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 of others.
* I will treat myself with respect at all times and treat others the way I would like to be treated and speaking 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](https://www.childrenscommissioner.gov.uk/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 doesn’t 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 (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 permission. I will never take secret photos, videos or recordings of teachers or students, including 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, unhealthy relationships. I will not this 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 never use AI to cheat or plagiarise. [ add any further points about dos and don’ts around use of gen AI ]

**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. [ Schools may wish to insert a few examples here which students might not think of, e.g. Google Classroom, school emails, school device at home, BYOD on the school wifi, etc. If you have monitoring, e.g. with screenshots and keystroke monitoring, add it in here also ]
* I will keep login details secret and change passwords regularly. If I think someone knows my password, I will change it; if I think they have used it, I will tell a teacher. Friends don’t 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 mobile 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.
* 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 on [ insert systems here approved systems for school comms ] by [ insert relevant staff, e.g. my class teachers, form tutor, etc ] 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 teacher. [ insert here if a particular member of staff, remember alternatives in case they are the one behaving inappropriately. Note that KCSIE suggests making the above clear ]
* If I see, watch, hear or receive anything I am unhappy with or that makes me uncomfortable, e.g. bullying, sexual, violent or extremist/hateful content, I will not respond. 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](mailto:help@nspcc.org.uk) or by calling 0800 136 663
* I know who my trusted adults are at school, home and elsewhere, but I can also get in touch with [Childline](https://www.childline.org.uk/get-support/contacting-childline/), [The Mix](https://www.themix.org.uk/about-us), or [The Samaritans](https://www.samaritans.org/how-we-can-help-you/what-happens-when-you-contact-us/if-youre-under-18). [ Add your internal support mechanisms here ]

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

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