



Student Acceptable Use Policy – Virtual School

The use of St Martins School ICT resources and services is a facility granted, at the school's discretion, to students. This AUP is essential for managing and sustaining the integrity of the St Martins School network.

Remote Learning and using Microsoft Teams

- Students are unable/may not attempt to chat or set up private groups between each other on Microsoft Teams.
- Students are unable/may not attempt to start or record a meeting/lesson
- Students should think carefully about what acceptable language is with regards to what they type and post in a lesson.
- Students should leave themselves muted during an audio lesson and use the hand up feature to indicate they have a question. Students should only unmute themselves when directed by the teacher.
- Students must leave the lesson once instructed to do when using audio chat. The teacher must be the last person in the meeting to hang up.
- Students must not attempt to re-join an audio chat once it has ended. The teacher will be notified if this is attempted.
- Students must leave the team at the end of the lesson, once it has ended.

Using Microsoft Outlook

- Students must ensure they use email in an acceptable way.
- Students must not create unnecessary risk to the school caused by the misuse of email.
- Students must comply with all current legislation including **Copyright, GDPR and Computer Misuse**.

Unacceptable behaviour is:

- Posting inappropriate comments/links in a group session.
- Using your school email for personal use.
- Using your school email account to send/forward chain mail.
- Distributing images, text or materials that could be considered indecent, inappropriate, obscene or illegal.
- Distributing images, text or materials that could be considered discriminatory, offensive or abusive and transmitting spam.
- Accessing another student's MS Office365 account.

I will:

- Not use my personal email accounts to contact members of staff at school.
- Report any suspicious emails/content to a member of staff immediately.
- Always send polite and sensible messages or information.
- Report any messages that I have seen that I am unhappy with. I will not respond to it but save it and talk to a teacher.

Monitoring:

- I am aware that all use of school computers is logged and monitored and that this includes Subject Team lessons and emails.
- I am aware I should not share my home address, phone number, send photos or videos or any other personal information that could identify me or my family.
- I am aware that if my behaviour in a group session is considered to be inappropriate, I will be blocked from using St Martins School ICT resources and services.