

# Lower-Prep School Pupil Acceptable Usage Policy



This document sets out the conditions that govern the safety of Rugby School Thailand's parents, pupils, staff (users) and computer equipment, specifying the responsibilities entered into by the users. Pupils are required to electronically sign the student version of this at the start of each academic year.

✓	I will only use my school account on school computers
✓	I will only use a device when the teacher tells me, for educational purposes only, not games or other similar activities. This includes never taking photographs of anyone unless told to
✓	When using a school device, I will not send personal messages of any kind, talk about the school or chat in any way that will upset any person
✓	I will make sure I do not access any website that may upset me or others, reject anything I find upsetting, never respond to it and report it to my teacher
✓	I will not link myself or upload any images to the Web without my teacher's permission / signed parent or carer permission
✓	I will correctly reference any work I use that is not my own
✓	I will not bring in portable storage, install anything on school computers or change any security or general settings
✓	I will not bring in any device of my own including smart watches
✓	I understand that the school can see my activities on a school device at all times
✓	I will make sure I take care of the device and keep it safe by: <ul style="list-style-type: none"><li>● not eating or drinking near it</li><li>● Only plugging the charging cable into it</li><li>● Not putting anything on top of it</li><li>● Never removing its cover</li><li>● Never leaving it behind</li></ul>
✓	I understand I will not be able to download onto a school device
✓	I will tell my teacher if I damage a device
✓	I will hand my device over for checks at anytime if asked by a teacher

	I will make sure I charge my device at the end of the school day
	I will never share my passcode or password with another pupil
	I will never run with a device, and always where possible, walk with its case closed
	I understand there are consequences, if I break this agreement

## iSplat Consequences

Behaviour		Consequence	
 <p>i1</p>	1 <sup>st</sup> / low level break of Acceptable Usage Policy		Verbal warning by teacher, recorded on your record as a Splat and reminder of what the policy means
 <p>i2</p>	2 <sup>nd</sup> / moderate break of your Acceptable Usage Policy or damage to your school equipment		1 week Computer Probation: <ul style="list-style-type: none"> <li>Where appropriate, you will hand your device to your teacher at the start of every lesson</li> <li>Your teacher will allow you use of devices when needed via control software</li> <li>You will need to collect your device from your teacher at the end of every lesson</li> </ul> This will also be recorded on your record as a Splat.
 <p>i3</p>	3 <sup>rd</sup> / severe / continued breaking of your Acceptable Usage Policy		Review with your carers or parents, Head of Computing and Deputy Head Pastoral to decide if you can continue to use a device in school, with 1 week of device conduct lessons during Afternoon Break detention and recorded on your record.

It is the teacher's and Head of Computing's decision what level of iSplat you are issued with.