

Policy Title: ICT Acceptable Use Policy - Students	Effective Date:	01/12/2019
SMT Member Responsible: A Simpson	Review Date:	01/06/2024
Governors' Committee Responsible: Staffing, Care & Guidance		

## 1. Rationale

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

## 2. This ICT Acceptable Use Policy is intended to ensure:

- 2.1 that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use
- 2.2 that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users

## 3. Policy Scope

- 3.1 Applies to all students
- 3.2 Applies to all devices used within school and from home when accessing school systems

## 4. Safety

### For my professional and personal safety:

- 4.1 I understand that I must use school systems in a responsible way to ensure that there is no risk to my safety or to the safety and security of the systems and other users
- 4.2 I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password
- 4.3 I understand that I should not write down or store a password where it is possible that someone may steal it
- 4.4 I will be aware of "stranger danger" when I am communicating on-line
- 4.5 I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc )
- 4.6 If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me
- 4.7 I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line

## **5. Acceptable Use**

- 5.1 I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission
- 5.2 I will not try (without permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work
- 5.3 I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission from a member of staff to do so
- 5.4 I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission
- 5.5 I will be polite and responsible when I communicate with others and I will not use strong, aggressive or inappropriate language
- 5.6 I will not take or distribute images of anyone without their permission
- 5.7 I will immediately report any damage or faults involving equipment or software, however this may have happened.
- 5.8 I will only use social media sites with permission and at the times that are allowed

## **6. Personal Devices**

- 6.1 I will only use my own personal devices (mobile phones / USB devices etc) in school if I have permission
- 6.2 I understand that I will follow the rules set out in this agreement in the same way as if I was using school equipment

## **7. Legal and Copyright Issues**

- 7.1 I should ensure that I have permission to use the original work of others in my own work
- 7.2 Where work is protected by copyright, I will not try to download copies (including music and videos)
- 7.3 When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me
- 7.4 When including any work that is not my own within my work, I will use appropriate referencing.

## **8. Data Protection**

- 8.1 I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)

## **9. Monitoring**

- 9.1 I understand that the school will monitor my use of the systems, devices and digital communications
- 9.2 I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- 9.3 I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and, in the event of illegal activities, involvement of the police

## **10. Acknowledgements**

With thanks to the Southwest Grid for Learning (SWGFL) for its educational Acceptable Use and accompanying policy templates

# Sheldon School

## ICT Acceptable Use Policy Agreement

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access may not be granted to school systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (when allowed) e.g. mobile phones, gaming devices, USB devices, cameras etc.
- I use my own equipment out of the school in a way that is related to me being a member of this school, e.g. communicating with other members of the school, accessing school email, VLE, website etc.

### Student agreement

Name of student: .....

Signed: .....

Date: .....

### Parent Carer Countersign

Name of parent / carer: .....

Signed: .....

Date: .....