



ICT Acceptable Use, Safety and Responsibilities Policy for Pupils / Students

APPROVED BY: Trust Board

POLICY OWNER: STRATEGIC EXECUTIVE LEADER

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Contents

1. Rationale, scope and aims: How the Trust and school will keep pupils / students safe.
2. Expectations for pupils / students: Compute rules for pupils / students:
 - Logging in and using the school network
 - Network security
 - E-safety and personal responsibility
3. Acceptable use agreement

1. Rationale, scope and aims: How the Trust and school will keep pupils / students safe

Rationale:

It is our ambition that information and communication technologies remain an integral part of the educational experience of every young person. All pupils / students will have access to the information and communication technology (ICT) system required to support their learning. The ICT System will provide access to an extensive range of curricular software, as well as email and the Internet.

The primary objective is to give the best possible grounding in the skills necessary to succeed in the information age. We believe that, in order to use information from the internet effectively it is important for pupils / students to develop an understanding of the nature of the internet and the information available on it.

Scope:

This policy forms the basis of an 'acceptable use' agreement that pupils / students as well as parents/carers are required to follow. Staff in our schools follow a separate acceptable use policy that recognises the additional responsibilities they hold as professionals.

This policy and Acceptable User Agreement extends to all hardware and software; both fixed and mobile internet technologies provided by the school (such as PCs, laptops, tablets, mobile devices, webcams/camera/video recording devices, whiteboards, voting systems, digital video equipment, etc); and technologies owned by pupils and staff, or brought onto school premises (mobile phones and other mobile devices), whether accessed from the school or externally, irrespective of who owns the device and how the network is accessed.

Breaches of the agreement will always be taken very seriously and will be addressed through the Behaviour policy and, where appropriate, any policy relating to anti-bullying.

Policy breaches may also lead to criminal or civil proceedings. Further, users of the network may be held liable for costs incurred for repair and/or replacement of equipment where the damage was caused by misuse.

Aims

i) **To ensure access and use information from the internet effectively.**

- Members of the school will be taught how to access the internet and observe rules of responsible internet use.
- Pupils / students will be supported to access staff prepared materials, addresses or web sites and can undertake their own internet search as appropriate.
- Staff will ensure that students are educated to be aware of the need to validate information (including authorship), whenever possible and to observe copyright.

ii) **To ensure internet access is appropriate and safe.**

- Staff will remain alert to the emerging risks to pupils / students in respect of internet safety through both local and national intelligence sources, including NSPCC and other charity / government organisations. The Trust safeguarding team (DSLs) will ensure this remains under constant review.
- An internet connection of appropriate capacity will be procured from a suitable supplier, filtering will be applied to this connection by the service provider, the school, or both to prevent access to inappropriate material.
- Staff will check that sites pre-selected for student use are appropriate to the age and maturity of students.
- The school will endeavour to update parents / carers with any information that will promote the safe use of the internet in the home.
- All staff must report when a breach of standards of behaviour is suspected or known to have occurred.

iii) **To maintain the security of the school ICT network.**

- The ICT Support Manager (third party provider where appropriate) will ensure that appropriate virus protection and firewalls are provided and updated regularly, including filters for social networking sites.
- The publishing of pupil / student names is strictly prohibited without the consent of parents / carers and only with careful regard for safeguarding procedures.

iv) **To ensure use e-mail applications are used safely, confidently and appropriately.**

- At an age-appropriate point, pupils / students are provided with an e-mail account and taught how to use e-mail applications appropriately. Students will only have access to e-mail applications once they have been taught the rules of responsible internet use.
- All computer use including email may be monitored and cannot be regarded as private.
- Pupil / student use of email and social networking sites must be in accordance with expectations defined in the behaviour policy and anti-bullying policy.

2. Expectations for pupils / students: Computer Rules

i) Equipment, logging in and using the school network.

- I will treat computer equipment carefully and with respect; cables will not be unplugged without permission from a member of staff, computers will be shut down properly and mobile devices will be handled carefully by one pupil / student at a time.
- I will only ever use my own log in details when using a computer and I will make sure that I log out when I have finished. If I think someone knows my log in details I will let a member of staff know immediately.
- I will never use log in details belonging to another pupil / student and if a computer I am about to use is already logged in, I will log out the user before I begin to work. I will log off any unattended computers at the end of a lesson.
- I will not share my own computer username and password with anyone else.
- I will not share my log in details for any web services with anyone else.
- I will keep my personal details private when using the internet (I will not share my name or details about myself).
- I will save my work in the folders I am instructed to by my teachers.
- I will never attempt to open the work of other pupils / students, nor will I change or delete the work of another pupil / student.
- I will never try to use the school network in a way which could cause problems for other users.

And:

- I understand that the staff at the school are able to view my work at any time (during a lesson or saved work on the network).

ii) Network security

- I will never try to download and install software onto the school computers.
- I will never bring removable media such as USB memory sticks into school and connect them to a school computer.
- I will not knowingly open emails from unknown senders or suspicious links in emails (where relevant) and will be careful not to do so.
- I will not attempt to visit websites which are not appropriate to pupils / students of school age.
- I will not click on advertising or any other links on websites unless approved by my teacher.

iii) E-Safety and personal responsibility

- I will not try to access social media sites or chat rooms (unless they are part of a school approved and monitored virtual learning environment).
- I will not attempt to contact school staff through digital media (such as social networks, email and text messaging), unless it is on one of the school's own networks set up for this purpose.
- I will not try to upload photos of myself or others to the internet.
- I will not share personal information about myself or others on the internet.
- I will think carefully about what I post on the internet, as I may unintentionally hurt the feelings of other people or cause distress.

- I understand that emails sent using a school system may be viewed and monitored by school staff.
- I understand that a lot of the content on the internet is subject to copyright, and I am not allowed to publish copyrighted materials without permission.
- I understand that where I am below the age normally recommended for the use of social media apps (such as, but not limited to: Facebook, Instagram, WhatsApp, Viber, Facetime, Skype, Snapchat...) and that if I am using these services, my parent / carer should be aware of this fact.
- I understand that if I post things about others on social media outside school there may be repercussions in some circumstances (such as the school, or in some cases, other outside agencies becoming involved)
- I understand that if others have been posting information about me online without my consent or information which makes me uncomfortable I should report it to my parents / carers and an adult at the school (where the people at the school are involved)
- I understand that if I have worries or concerns about what I have seen on the internet or activities in which other pupils / students are engaged, I can always report this to a member of the school staff and the school will do its best to support and help me.
- I will not use inappropriate language (such as swear words or words which are likely to cause offence to others, based on their appearance, lifestyle, religion or ethnic background).
- I will not try to visit websites or access information which contains illegal or inappropriate material (such as websites which may encourage hatred or extreme views against other people based on their looks, religion, lifestyle or origins). I understand that if I do attempt to access these materials the police and / or other local authorities may be contacted to investigate.
- I understand that I have a personal responsibility to behave responsibly and respectfully on the school network and the internet.

3. ICT Acceptable Use Policy (AUP) - Safety and Responsibilities Policy – User Agreement

- I agree to follow the rules and the spirit of the rules when using school computers, tablet devices, the school network, school websites and services as set out in the Trust's Student Acceptable Use Policy.
- I agree to report any misuse of school computers, tablet devices or the school network to school staff.
- I agree to report any inappropriate websites accessed on the school network to school staff.
- I understand that if I break the rules I may have my access to computers / the network restricted and I may be investigated by the school and outside agencies.

Students accessing the school network will be advised of the expectations set out in this policy.