

## **HUTTON CHURCH OF ENGLAND GRAMMAR SCHOOL**

### **ICT Users Acceptable Use Policy – Students**

#### **School Policy**

Technology has become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications 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. However these technologies also present challenges and dangers and need to be used safely and responsibly to ensure that young people are protected and feel safe when using the internet, ICT equipment or communicating online. We believe that young people have an entitlement to safe internet access at all times.

#### **This Acceptable Use Policy is intended to ensure:**

- that *all* users stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that all users will have good access to ICT in order to enhance teaching and learning and will, in return, expect them to agree to be responsible users for their own safety and protection and that of others. All students are required to sign an acceptable use agreement form. Breach of the terms of this policy will result in sanctions being imposed under the Behaviour Management policy.

#### **School Responsibilities**

The school will try to ensure that all users have good access to ICT in order to enhance teaching and learning. As part of our responsibilities towards our students we will:

- Ensure that all students who have signed an acceptable use agreement form have access to school ICT facilities, providing individual usernames and passwords which are secure and giving students areas to store their school work.
- Ensure that appropriate filters and controls are in place to prevent students from accessing inappropriate or offensive material online
- Monitor use of ICT systems to ensure that they are not being used inappropriately
- Provide access to an online platform which students can use to access homework and resources
- Educate students about the positive uses of developing technologies and how they can be utilised both to aid their studies and in the wider world.
- Educate students about how they can stay safe online, including appropriate use of social media
- Ensure that staff are kept up to date with developments in technology and online safety so that they can provide suitable guidance for students

**Student and Parent Responsibilities**

The responsibility for ICT acceptable use lies with all of us and students must read and sign the form below to indicate that they agree to the following requirements and responsibilities. A copy of the policy will be provided to parents to raise awareness about what we expect of students in terms of their use of school ICT systems.

**Information for Parents/Carers**

As part of our desire to encourage students to use ICT systems responsibly and safely, we will ensure that they receive appropriate information and education about how to stay safe online as part of the curriculum. Information and advice for parents about how their children can stay safe online is also available via the school website and we would encourage you to re-inforce the importance of these messages when students are using the internet and social media at home.

The school will take every reasonable pre-caution to ensure that all users will be safe when they use the internet and ICT systems in school. However, the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet. We will monitor students' use of school ICT systems and if there is any cause for concern about a student's online activity, either in terms of what they have attempted to access, their behaviour to others or attempts to circumvent the safeguards put in place, we will contact parents to discuss our concerns.

## **Acceptable Use Policy Agreement – Students**

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

### **For my own personal safety:**

- I understand that the school will monitor and log my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (e.g. laptops, Chromebooks, email, virtual learning etc) out of school.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating online.
- I will not disclose or share personal information about myself or others when online.
- If I arrange to meet people off-line that I have communicated with online, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

### **I understand that everyone has equal rights to use technology as a resource and:**

- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal use.
- I will not try (unless I have 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.
- I will not use the school ICT systems for online gaming, online gambling, chat, internet shopping, file sharing, or video broadcasting (eg YouTube).

### **I will act as I expect others to act toward me:**

- 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.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images or videos of anyone without their permission.
- I will continue to follow school rules and meet standards and expectations of behaviour that would be required in the physical school environment when participating in virtual learning activities online at home.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.

### **I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:**

- I will only use my personal hand held / external devices (mobile phones / USB devices / wearable technology such as smart watches etc) in school if I have permission. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programs or software that might allow me to bypass the filtering / security systems in place

- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programs.
- I will not install or attempt to install programs of any type on a machine, or store programs on a computer, nor will I try to alter computer settings.
- I will not use chat or any social networking sites.

**When using the internet for research I recognise that:**

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- 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.

**I understand that I am responsible for my actions, both in and out of school:**

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, 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).
- I understand that the rules and expectations regarding appropriate behaviour outlined in this agreement also apply when I am participating in any virtual lessons which may take place if attendance at school is restricted.
- 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.

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

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed)
- I use my own equipment out of 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, virtual learning, website etc.

Student's Name:  Form:

Signed:  Date: