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|  | POLICY TITLE: | Student & Parent/ Carer Acceptable Use Policy for ICT & Online Safety |
| Committee/Person Responsible for Policy: | | Deputy Headteacher Personal Development, Behaviour and Welfare sub-committee |
| Date Approved by Governing Body: | | July 2019 |
| Date of Last Review: | | Term 6 2018/19 |
| Next Review Due: | | Term 6 2019/20 |
| Associated Policies/ Documents: | | Safeguarding and Child Protection; Staff & Volunteer Acceptable Use; ICT & Online Safety Policy; Data Protection |

The ICT & Online Safety Policy is rooted in the Core Values of Kingsmead School

- 1) **Care**
 The Online Safety of student's need(s) is always the driving factor when using ICT
- 2) **Aspiration**
 The core purpose of any school is to enable students' highest possible achievement and attainment through powerful learning. ICT provides access for the student to that learning that is in accordance to the "ICT for Learning" vision of dynamic, accessible and personal
- 3) **Respect**
 Students should use ICT in a respectful and positive manner
- 4) **Determination**
 ICT should be used to enhance the outcomes of the learners in line with their willingness to succeed

School Policy

New technologies have become an integral part of our lives. 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 enhance learning in all areas of the curriculum.

This Acceptable Use Policy is intended to ensure:

- That students will be responsible users and 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 ensure that students will have effective access to ICT to enhance their learning and will, in return, expect the students to agree to be responsible users.

Acceptable Use Policy Agreement

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 my use of the ICT systems, email and other digital communications and may view any material I store on the school computers
- I will keep my username and password secret – I will not share it, nor will I try to use any other person's username and password
- I will not disclose or share personal information about myself or others when online
- I will not arrange to meet people offline that I have communicated with online, unless I have full agreement of my parents or a responsible adult meets the person 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 will not eat or drink near computer equipment

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 or recreational use unless I have permission to do so
- 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, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so

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 of anyone without their permission. I understand that I will be subject to disciplinary action if this is the case.

I recognise that the school has a legal 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/ tablets/ USB devices etc.) in lessons under instruction by a member of staff.
- I will keep my personal hand held/ external devices (mobile phones/ tablets/ USB devices etc.) in my school bag at all times unless I am requested to use it by a member of staff, or asked to hand it to a member of staff.
- I understand that, if I do use my own devices in school, I do so at my own risk of loss or damage, and that I will follow the rules set out in this agreement, in the same way as if I was using school equipment
- I will not use my personal hand held/ external devices (mobile phones/ tablets/ USB devices etc.) between lessons i.e. in the corridors
- I am not allowed to use personal hand held/ external devices (mobile phones/ tablets/ USB devices etc.) at break and lunchtime in accordance with this policy.
- I will not use my personal hand held/ external devices (mobile phones/ tablets/ USB devices etc.) to contact Parents/Carers or anyone else during lesson time. If I am unwell I must inform a member of staff who will send me to reception, who will contact Parents/Carers if necessary
- I will not enter, or attempt to enter, the file areas of other students or staff
- 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, e.g. lyrics of a racist, sexist, homophobic nature or lyrics which glorify violence or anti-social behaviour.
- 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 programmes
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings
- I will only use approved chat, blogs and messaging services, including Firefly (Kingsmead VLE) and Office 365 with permission and at the times that are allowed
- I will not use music and video streaming services
- I will not use social networking sites in school e.g. Facebook, Twitter, Snapchat, Instagram, WhatsApp etc.
- I will not use a Virtual Private Network to bypass the school filtering systems
- I will not charge my personal hand held/ external devices (mobile phones/ tablets/ USB devices etc.) in school

When using the internet for research or recreation, 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 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 online bullying, use of images or personal information)
- I understand that my device will be confiscated if I break the acceptable use policy. If I repeat offend then my device will be banned from school for a fixed period of time.
- I understand that if my device is out of my bag without permission it will be confiscated and taken to the school finance office until the end of the day. If this happens a second time, parents/carers will be informed. A third confiscation will result in parents/carers having to collect the device in person from the school and a ban from bringing my device to school for 3 weeks will be applied. Thereafter a permanent ban may be applied or considered
- 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, fixed term exclusions, permanent exclusions and in the event of illegal activities involvement of the police. Parents will be informed if any of the above are actioned

Please complete the sections on the next page 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 will not be granted to school ICT systems.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Links to other organisations or documents:

SOUTH WEST GRID FOR LEARNING:

“SWGfL Safe” – <https://swgfl.org.uk/products-services/online-safety/resources/online-safety-guidance-for-parents/>

Child Exploitation and Online Protection Centre (CEOP)

<https://www.ceop.police.uk/safety-centre/>

ThinkUKnow

<http://www.thinkuknow.co.uk/>

CHILDNET

<https://www.childnet.com/>

INSAFE

<https://www.betterinternetforkids.eu/>

BYRON REVIEW (“Safer Children in a Digital World”)

<http://www.dcsf.gov.uk/byronreview/>

CYBER-BULLYING

DCSF – Cyber-bullying guidance

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/444865/Advice_for_parents_on_cyberbullying.pdf

Anti-Bullying Network – <http://www.antibullying.net/cyberbullying1.htm>

Cyber-bullying.org – [https://www.childline.org.uk/info-advice/bullying-abuse-](https://www.childline.org.uk/info-advice/bullying-abuse-safety/types-bullying/online-bullying/?utm_source=google&utm_medium=cpc&utm_campaign=UK_GO_SE_GEN)

[safety/types-bullying/online-](https://www.childline.org.uk/info-advice/bullying-abuse-safety/types-bullying/online-bullying/?utm_source=google&utm_medium=cpc&utm_campaign=UK_GO_SE_GEN)

[bullying/?utm_source=google&utm_medium=cpc&utm_campaign=UK GO S E GEN](https://www.childline.org.uk/info-advice/bullying-abuse-safety/types-bullying/online-bullying/?utm_source=google&utm_medium=cpc&utm_campaign=UK_GO_SE_GEN)

[New Grant ChildLine Cyber Bullying&utm_term=cyberbullying&gclid=EAlaIQobChMlq_Su04jx2wIV47ztCh1V6g71EAAYAiAAEgJz3vD_BwE&gclidsrc=aw.ds](https://www.childline.org.uk/info-advice/bullying-abuse-safety/types-bullying/online-bullying/?utm_source=google&utm_medium=cpc&utm_campaign=UK_GO_SE_GEN)

Further advice and guidance, including the full ICT & Online Safety Policy, can be found on the school website www.kingsmead-school.com

Student and Parent/Carer Acceptable Use Agreement Form

This form relates to the student Acceptable Use Policy (AUP), to which it is attached.

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 will not be granted to school ICT systems.

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 the internet
- I use my own equipment in school (when allowed) e.g. mobile phones, tablets, cameras, BYOD, etc.
- 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, VLE, website etc.

Name of Student

Group / Class

Signed
(Student)

Date

- As Parent/Carer I give permission for my child to have access to the Internet and to ICT systems at the school
- I understand that the school will take every reasonable precaution to ensure that my child will be safe when using the Internet and the ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the Internet and using mobile technologies
- I understand that my child's activity on the ICT systems will be monitored and that I will be contacted if the guidelines in the policy are not followed
- I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's Online Safety

Signed
(Parent)

Date