

	POLICY TITLE:	Student and Parent/Carer Acceptable Use of Technology Policy
Kingsmead Academy T/A Kingsmead School		
		Deputy Headteacher: Well-Being & Diversity Well-Being & Diversity sub committee
Date Approved by Governing Body:		July 2022
Date of Last Review:		Term 6 – 2021/22
Next Review Due:		Term 6 – 2022/23

1. Use of School Technology Resources

Kingsmead School provides safe, reliable and useful technology resources (devices, network, internet access and software or cloud-based services) that will help students make the most of learning opportunities. Staff and students have a right to these resources. However, with this right, comes the responsibilities listed below.

- 1.1. Students will take responsibility for their own use of all technology, making sure that they use it safely, responsibly and legally.
- 1.2. Students will take personal responsibility for their own online safety, will not give out any personal details or arrange to meet someone without the written permission of their parent, carer or teacher. Students will report anything that makes them feel uncomfortable or unhappy.
- 1.3. Students will not take or distribute images or recordings of anyone with or without their permission when at school or involved in any school activities.
- 1.4. Students will never use technologies for bullying or harassing others, or in a way that will bring the school into disrepute. Students will not pretend to be anyone or anything that they are not when using the internet.
- 1.5. Students and parents/carers will use email and communication tools responsibly and will always be polite and respectful to others. Students and parents/carers will use email or other messaging methods that are approved by the school for formal communication with members of our school community.
- 1.6. Students will only use communication tools where permission to do so has been granted by a suitable member of staff.
- 1.7. Students will not open emails or attachments from people that they do not know. If a student is concerned about the content of an email or other form of message that they have received they should report this or seek further advice from a suitable member of staff.

- 1.8. Students will use technology in way that will not adversely affect their physical or mental health. This includes following health and safety guidelines when using computers.
- 1.9. Students will not eat or drink near to electronic equipment.
- 1.10. Students will set an appropriate secure password following the recommended guidelines.
- 1.11. Students will only access the school computer systems (network, Internet and software) using their login details and password, which they will keep secret. Students realise that if they access files that are not their own it could be seen as hacking.
- 1.12. If a student becomes aware that someone else may know one of their passwords they will change it as soon as feasibly possible. If a student becomes aware of someone else's password, they will report this to a suitable member of staff.
- 1.13. Students will not download or install any software or files on the school's computer equipment (unless it is a requirement of an agreed course of study).
- 1.14. Students will not use a USB drive (memory stick) in school to store or transfer files unless permission has been granted by a suitable member of staff.
- 1.15. Students will not intentionally gain access to unsuitable or prohibited sites nor try to use any programs that allow them to bypass any filtering/security systems. This includes the use of virtual private networks (VPNs) and proxies on school-issued or personal devices.
- 1.16. Students will not access any video/music services or social media sites unless given permission to do so.
- 1.17. Students will ensure that their work does not break current Copyright law. Students will always acknowledge the source of information (words, images, video or other media) they use. They will not use the school computer systems to copy other people's work and pass it off as their own (plagiarism).
- 1.18. Students will use school computing equipment with care and will report any damage that they see as soon as possible. If a student is seen to deliberately damage equipment then parents/carers will be contacted after investigation and potentially billed for a replacement.
- 1.19. Students will not purposefully disrupt the learning of others or themselves by compromising their access to school technologies (e.g. turning computers off, removing cables, removing necessary peripherals or connected equipment).
- 1.20. Students will use network resources responsibly:
 - a. Students will think and then preview before they print.
 - b. Students will only print documents for school related work.
 - c. Students will only store school-related files and images on the school network or within the school's cloud-based storage systems.
 - d. Students will only use the computing equipment for school related work unless they have permission from an appropriate member of staff.
 - e. Students will not play games or use other recreational software or websites unless given permission by an appropriate member of staff.

2. Use of Personal Mobile Devices

- 2.1. Students will only use their personal mobile devices (mobile phones / tablet computers etc.) in school when they have permission to do so. Students understand that if they do, they will follow the rules set out in this agreement, in the same way as if they were using school equipment.
- 2.2. Students will not charge their personal devices in school.
- 2.3. If a student's personal device is used or activated without permission it will be confiscated and taken to the school finance office for safe keeping until the end of the day. The student may sign-for and collect the device at the end of the day.
- 2.4. If the device is confiscated a second time within a period of one working month (i.e. excluding school holidays) parents/carers will be informed. The student may sign-for and collect the device at the end of the day.
- 2.5. If the device is confiscated a third time within a period of one working month (i.e. excluding school holidays) then parents/carers will be contacted and will need to sign-for and collect the device in person themselves. A ban on bringing the device into school for a period of time as specified within the school behaviour policy will be implemented.
- 2.6. If there are further incidents within this time-frame this will be investigated and a permanent ban may be implemented.

The school has the right to take action against students if they are involved in incidents of inappropriate behaviour that are covered in this agreement. This includes when students are in the school and when they are out of school where an incident might involve a student's membership of the school community (examples would be cyber-bullying, use of images or personal information).

The school may check students' computer files, will monitor the Internet and cloud-based services that are visited and may read or monitor their emails and school messaging systems. This is to ensure the safeguarding of any member of our school community.

The school has the right to search personal devices for content that may be in breach of the school's online safety, safeguarding, behaviour or acceptable use policies.

If students do not follow these guidelines the consequences can include loss of access to personal devices, the school network or internet, detentions, exclusions (in the case of serious breaches), contact with parents/carers and in the event of illegal activities involvement of the police.

Student and Parent/Carer Acceptable Use of Technology Policy Agreement

This form relates to the Student Acceptable Use of Technology policy. Please complete the sections below to show that you have read, understood and agree to the rules included in the Student Acceptable Use of Technology policy. If you do not sign and return this agreement, full access may not be granted to the school's computing systems.

- We have read and understand the policy and agree to follow these guidelines when using the school computing systems and equipment.
- We have read and understand the policy and agree to follow these guidelines when using our own equipment in a way that is related to the student being a member of this school e.g. communicating with other members of the school, accessing school email, apps etc.
- We understand that personal devices should only be used where permission has been given by a suitable member of staff in accordance with the guidelines in the 'Use of Personal Mobile Devices' section of this policy.
- We understand that the school will take every reasonable precaution to ensure that students will be safe when using the internet and school computer systems. We also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed.
- We understand that personal mobile devices may be used in school at the user's own risk. The school will not be able to take responsibility for loss or damage to personal equipment.
- As a parent/carers I will encourage my child to adopt safe use of the internet and digital technologies and will inform the school if I have concerns over my child's online safety.

Student Name	
Tutor Group	
Student Signature	
Date	

Parent/Carer Signature	
Date	