



Acceptable Use of IT (pupils) Policy

Reviewed by:	Trish Watt -Headmistress	September 2023
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Links to	Promoting Good Behaviour Policy	

Introduction

This policy is addressed to all pupils. Parents are encouraged to read it with their child. A copy of the policy is available to parents on request. Pupils and parents must also read and agree to the ICT Rules for Pupils (Appendix 1).

This policy relates to the use of technology, including:

- the internet
- e-mail
- mobile phones and smartphones
- desk-tops, lap-tops, netbooks, tablets/phablets
- personal music players
- devices with the capability for recording and / or storing still or moving images
- social networking, micro blogging and other interactive web sites
- instant messaging, chat rooms, blogs and message boards
- webcams, video hosting sites (such as YouTube)
- gaming sites
- Virtual Learning Environments
- SMART boards
- other photographic or electronic equipment.

It applies to the use of any of the above on School premises and also any use, whether on or off School premises, which affects the welfare of other pupils or where the culture or reputation of the School are put at risk. Staff are subject to a separate policy.

Aims

The aims of this policy are:

- To encourage pupils to make good use of the educational opportunities presented by access to the internet and other electronic communication;
- To safeguard and promote the welfare of pupils by preventing cyberbullying and other forms of abuse;
- To minimise the risk of harm to the assets and reputation of the School;
- To help pupils take responsibility for their own e-safety (i.e. limiting the risks that children and young people are exposed to when using technology);
- To ensure that pupils use technology safely and securely.



Internet Use

The School provides internet access to pupils to support its academic activities and to maximise the educational opportunities presented by such access.

Pupils may only access the School's network when given specific permission to do so. All pupils will receive guidance on the use of the School's internet. If a pupil is unsure about whether he / she is doing the right thing, he / she must seek assistance from a member of staff.

For the protection of all pupils, their use of the internet will be monitored by the School. Pupils should remember that even when something that has been downloaded is deleted, it can still be traced on the system. Pupils should not assume that files stored on servers or storage media are always private.

Protocols

Pupils should comply with the following protocols:

- internet and e-mail protocol;
- mobile electronic device protocol;
- protocol for communication between staff and pupils.

Procedures

Pupils are responsible for their actions, conduct and behaviour on the internet in the same way that they are responsible during classes or at break time. Use of technology should be safe, responsible and legal. If a pupil is aware of misuse by other pupils he / she should talk to a teacher about it as soon as possible.

Any misuse of the internet, including sexting, will be dealt with under the School's Promoting Good Behaviour Policy.

Pupils must not use their own or the School's technology to bully others. Bullying incidents involving the use of technology will be dealt with under the School's Anti-bullying Policy. If a pupil thinks that he /she might have been bullied or that another person is being bullied, they should talk to a teacher about it as soon as possible.

If there is a suggestion that a child is at risk of abuse or significant harm, the matter will be dealt with under the School's child protection procedures (see the School's Safeguarding Policy). If a pupil is worried about something that he / she has seen on the internet, he / she should talk to a teacher about it as soon as possible.

Sanctions

Where a pupil breaches any of the School's protocols, the Head is authorised to apply any sanction which is appropriate and proportionate to the breach in accordance with the School's Promoting Good Behaviour Policy including, in the most serious cases, expulsion. Other sanctions might include increased monitoring procedures and withdrawal of the right to access the School's internet facilities. Any action taken will depend on the seriousness of the offence.



Unacceptable use of electronic equipment could lead to confiscation in accordance with the protocols attached to this policy and the School's Promoting Good Behaviour Policy (see Appendix 3 of the Behaviour Policy for the School's policy on the searching and confiscation of electronic devices).

The School reserves the right to charge a pupil or his / her parents for any costs incurred to the School, or to indemnify any significant liability incurred by the School, as a result of a breach of this policy.

The liability of the School

Unless negligent under the terms of this policy, the School accepts no responsibility to the pupil or parents caused by or arising out of a pupil's use of the internet, e-mail or any electronic device whilst at School.

The School does not undertake to provide continuous internet access. E-mail and website addresses at the School may change from time to time.

Monitoring and review

All serious e-safety incidents will be logged. The record of e-safety incidents and new technologies will be reviewed regularly in order to consider whether the existing security procedures are adequate.

Internet and e-mail protocol

Introduction

We want each pupil to enjoy using the internet, and to become proficient in drawing upon it both during their time at School, and as a foundation for their future education. However, there are some potential drawbacks with email and the internet, both for pupils and for the School.

The purpose of this protocol is to set out the principles which pupils must bear in mind at all times and also the rules to be followed in order for all pupils to use the internet safely and securely.

The principles and rules set out below apply to all use of the internet, including social media, and to the use of email in as much as they are relevant. Failure to follow this protocol will constitute a breach of discipline and will be dealt with in accordance with the School's Promoting Good Behaviour Policy.

Access and security

- Access to the internet from the School's computers and network must be for educational purposes only. Pupils must not use the School's facilities or network for personal, social or non-educational use.
- Pupils must not knowingly obtain (or attempt to obtain) unauthorised access to any part of the School's or any other computer system, or any information contained on such a system.
- No laptop or other mobile electronic device may be connected to the School network without specific consent in writing from a member of staff.



- Passwords protect the School's network and computer system. Pupils should not let anyone else know their password. If a pupil believes that someone knows his / her password she / he must change it immediately. Pupils should not attempt to gain unauthorised access to anyone else's computer or to confidential information to which he / she is not authorised to access. If there is a problem with your passwords, pupils should please speak to their class teacher.
- The School has a firewall in place to ensure the safety and security of the School's networks. Pupils must not attempt to disable, defeat or circumvent any of the School's security facilities. Any problems with the firewall must be reported to the class teacher.
- Viruses can cause serious harm to the security of the School's network and that of others. Viruses are often spread through internet downloads or circulated as attachments to e-mails. If a pupil thinks or suspects that an attachment, or other material to download, might contain a virus, he / she must speak to his / her teacher before opening the attachment or downloading the material. Pupils must not disable or uninstall any anti-virus software on the School's computers.

Use of the internet

- Pupils must use the School's computer system for educational purposes only and are not permitted to access interactive or networking web sites when using School computers or, if using personal laptops or Microsoft Surface Go devices, on School premises.
- Pupils must take care to protect personal and confidential information about themselves and others when using the internet, even if information is obtained inadvertently. Receiving or using this kind of information may be unlawful under data protection legislation and laws relating to confidentiality.
- Pupils must not load material from any external storage device brought in from outside the School onto the School's systems, unless this has been authorised by a member of staff.
- Pupils should assume that all material on the internet is protected by copyright and such material must be treated appropriately and in accordance with the owner's rights - pupils must not copy (plagiarise) another's work.
- Pupils must not bring the School into disrepute through your use of the internet.
- Viewing, retrieving, downloading or sharing any material which in the reasonable opinion of the Head is unsuitable, at any time, is strictly prohibited. Pupils must tell a member of staff immediately if they have accidentally read, downloaded or have been sent inappropriate material, including personal information about someone else.
- Pupils must not enter into any contractual commitment using the internet when in the care of the School, or otherwise associated with the School, whether for themselves or on behalf of another (including the School).

Use of e-mail or messaging on TEAMS

- Pupils must not use any personal web based e-mail accounts such as Yahoo or Hotmail through the School's network.
- E-mail or messaging on TEAMS should be treated in the same way as any other form of written communication. Pupils should not include or ask to receive anything in an e-mail/personal message which is not appropriate to be published generally or which the pupil believes the Head and / or his / her parents would consider to be inappropriate.
- Pupils must not send, search for or (as far as pupils are able) receive any personal messages



which contain offensive material. Offensive material includes, but is not limited to, content that is considered abusive, racist, sexist, homophobic, any form of bullying, pornographic, defamatory or criminal. If pupils are unsure about the content of a message, they must speak to a member of staff. If a pupil comes across such material he / she must inform a member of staff as soon as possible. Use of the e-mail system/personal messaging in this way is a serious breach of discipline. The School will take no responsibility for any offence caused by a pupil as a result of downloading, viewing or forwarding inappropriate e-mails

- Trivial messages and jokes should not be sent or forwarded through the School's e-mail system or via TEAMS. Not only could these cause distress to recipients (if inappropriate) but could also cause the School's IT system to suffer delays and / or damage.
- All correspondence from the School e-mail account must contain the School's disclaimer.
- Pupils must not read anyone else's e-mails without their consent.

Use of Mobile electronic devices protocol

- "Mobile electronic device" includes without limitation mobile phones, smartphones, tablets, laptops, MP3 players. Mobile phones and other mobile electronic devices must be switched off (and not just on silent mode) and kept in bags during School hours with the exception of Microsoft Surface Go devices that are used by children in Years 4,5 and 6 in class.
- In emergencies, pupils may request to use the School telephone. Parents wishing to contact their children in an emergency should always telephone the School office and a message will be relayed promptly.
- Pupils may not bring mobile electronic devices into examination rooms under any circumstances, except where special arrangements for the use of a tablet or laptop have been agreed with the Head.
- The School does not accept any responsibility for the theft, loss of, or damage to, mobile electronic devices brought onto School premises, including devices that have been confiscated.
- Use of electronic devices of any kind to bully (including sexting, downblousing and upskirting), harass or intimidate others will not be tolerated and will constitute a serious breach of discipline, whether or not the pupil is in the care of the School at the time of such use. Appropriate disciplinary action will be taken where the School becomes aware of such use (see the School's Promoting Good Behaviour Policy and Anti-bullying Policy).
- The School reserves the right to confiscate a pupil's mobile electronic device for a specified period of time if the pupil is found to be in breach of this protocol. The pupil may also be prevented from bringing a mobile phone into the School temporarily or permanently and at the sole discretion of the Head.

Photographs and images

- Using photographic material of any kind to bully, harass or intimidate others will not be tolerated and will constitute a serious breach of discipline.
- Pupils may only use cameras or any mobile electronic device with the capability for recording and / or storing still or moving images with the express permission of the member of staff in charge and with the permission of those appearing in the image.
- All pupils must allow staff access to images stored on mobile phones and / or cameras and must delete images if requested to do so.
- The posting of images which in the reasonable opinion of the Head is considered to be



offensive on any form of social media or websites such as Youtube etc is a serious breach of discipline and will be subject to disciplinary procedures whatever the source of the material, irrespective of whether the image was posted using School or personal facilities.

Please see Appendix 3 of the School's Promoting Good Behaviour Policy on the searching of electronic devices.

Protocol for communication between staff and pupils

The School is committed to safeguarding and promoting the welfare of children at the School. As part of our safeguarding policy we expect staff and pupils, and where appropriate, parents, to follow this protocol on communication. Throughout this protocol the term mobile device includes mobile phones, laptops, tablets or similar devices.

On school premises

Staff and pupils should not use mobile phones to speak to or send each other messages whilst in School. Telephone numbers should not be exchanged or displayed. Any messages that are sent via TEAMS during lessons, should be brief and courteous.

Outside school

- Again, staff and pupils should not use mobile phones to speak to or send each other messages outside School. Any messages that are sent on TEAMS should be brief and courteous.
- The leader of an educational visit will carry a mobile phone supplied by the School and, as part of the preparations for the visit, will ensure that other adults taking part in the visit are equipped with mobile phones and that relevant numbers are exchanged.
- Pupils taking part in such visits should avoid using mobile phones to speak or send messages, except in emergencies.

Inappropriate communications

If there are reasonable grounds to believe that inappropriate communications have taken place, the Head will require the relevant mobile phones to be produced for examination. The usual disciplinary procedures will apply. Pupils may expect to have mobile phones confiscated if there has been a breach of this protocol.

Emergencies

- Staff on supervisory duties in the play ground, on playing fields or in relation to transport may carry and use a mobile phone to seek assistance from colleagues or emergency services.
- Where a pupil or group of pupils are involved in an emergency situation they may use a mobile phone to seek assistance.



Appendix 1. ICT Use Rules for Pupils

These rules help us to be fair to others and keep everyone safe.

- I will always ask permission from a member of staff before using the Internet.
- I will only use the Internet when a teacher is in the room.
- I will only use the Internet for School related work.
- Private use of the Internet at School is strictly forbidden.
- I will use only my own class login and password, which is secret.
- I will only look at or delete my own files.
- I understand I must not bring software or disks into School without permission.
- I will only email people I know, or my teacher has approved.
- The messages I send will be polite and sensible.
- I understand I must never give my home address or phone number, or arrange to meet someone.
- I will ask permission before opening an email or an email attachment sent by someone I do not know.
- I will not use Internet chat facilities.
- If I see anything I am unhappy with or if I receive messages I do not like, I will tell a teacher immediately.
- I understand the School may check my computer files and Internet sites I visit.
- I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.

The school may exercise its right to monitor the use of the school's computer systems, including access to websites, the interception of email and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.