IT, Digital Devices & Student Acceptable Use Policy

*Using the term **'digital device'** to refer to laptops, tablets, mobile phones and all other such devices*

Digital technologies have 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.

Below the age of 12 the school questions the positive benefits to be gained from information technology. In kindergarten and in the early years of the lower school we advise parents that access to information technology is largely unnecessary, just as we suggest that television viewing should be limited.

1. Aims
As a school:
- we do not normally let pupils under the age of 12 use IT in school
- we require pupils in C9 to read and sign an acceptable use agreement, outlining the conditions by which they may use the school's IT resources, and the standards of behaviour we expect of them
- we ensure that all IT equipment in school is fully filtered and that use is logged
- we seek to inform pupils of the benefits and dangers of technologies, and encourage them to be responsible users
- we encourage all pupils to report to an adult any instances of unpleasant or anti-social behaviour, and this includes any unpleasantness experienced on-line. We clarify what is meant by cyber bullying and encourage all pupils to report any instance to an adult. We make it clear that the school will not tolerate cyber bullying, and that as part of its response to any instance, we reserve the right to call on the Police
- we are careful to enforce our rules on the use of mobile phones, which, of course, for many pupils means an internet enabled smart-phone
- we try to ensure that Upper School students have good access to IT to enhance their learning and will, in return, require the students to agree to be responsible users

This Acceptable Use Policy is intended to ensure:
- that young people 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

2. Mobile devices: their purpose and use generally
Wynstones recognises that there can be legitimate educational reasons for occasional use in class of laptops, tablets, mobile phones and other such devices. These include using the devices such as:
- as a pocket calculator
- to check the spelling or definition of words; this is especially useful for our visiting foreign pupils
- to quickly find or check information held by the pupil in their cloud storage
- to find or check specific information from the internet
- to know the time

As such it is legitimate for Upper School pupils to bring to school and make use of such technology. However we need to delineate clearly the boundaries of use of such devices.

Mobile devices: their use on school premises
General
Pupils may not at any time whilst on school premises use a digital device to access, view or download, or attempt to access, view or download:

- materials that may cause harm or distress to others
- materials that endorse or advocate intolerance, discrimination or hatred towards any group or individual
- materials of a sexual or exploitative/inappropriate nature,
- materials that endorse or advocate crime or criminality
- materials that endorse or advocate the use of illegal substances (for example drugs)
- materials that endorse or advocate the use of devices for illegal purposes (for example firearms, bomb making)

This covers any time before, after or during the school day, in term time and out of term time, whilst on the school premises for any activity or event. This also covers the entire duration of any school trip or visit to a location outside the school site. This covers both computers and other devices provided by the school, and those owned by pupils.

In class, in a lesson
- Pupils may, with the teacher's permission, use a digital device in the course of a lesson for an educational purpose. They may not use their device without first seeking the teacher's permission. Such permission is not to be assumed. Use in any other lessons does not constitute advance permission for use elsewhere.
- Pupils may not use a digital device in the course of a lesson for personal purposes such as checking or sending personal email or other messaging, reading or making posts on social networks, playing games, making purchases, downloading apps/software.
- Inappropriate or excessive use of a digital device may result in the pupil's no longer being allowed to use their device in that lesson, or if deemed necessary, in subsequent lessons. Repeat offending in this regard may lead to the device being confiscated for a period of time, and parents informed.

Class XI and XII only: Out of class/lesson time: before and after school, at break & lunch time
Pupils may use their devices in their classroom (their registration room / common room) provided that their use:
- does not inconvenience or upset others
- does not cause noise or rowdy behaviour
- adheres strictly to the restrictions laid out in part (A) of these guidelines

Class XI and XII pupils may **not** freely use their devices, whether for internet or other information access, or as a mobile telephone, in other locations in the school, or at other times. It is essential that the Wynstones site, outside the Upper School, is and is seen to be a mobile and digital-device free zone. This means that such devices must not be used in, for example, open areas such as the front lawn and paved areas, the garden or the playing field.

3. Mobile devices: contravention of permitted use on school premises
Contravention of these usage restrictions may lead to the device being confiscated for a period of time, and parents informed.

4. SEND
It is important that all teachers are aware of the children who may have SEND differences, both academic and behavioural.

In matching expectations to the needs of different children, we recognise individual plans to meet special needs, and for all children set appropriate expectations. Sometimes learning support workers will be used to aid pupils' work and behaviour, and expectations may be different for SEND children in line with the school SEND policy.

Related Policies:
Safeguarding Policy
Social Media Policy
ESafety Policy
Staff and Volunteer Acceptable Use Policy

Issue Date: April 2016	**Review Date:** Michaelmas Term 2017
<u>**Authorised by:**</u> **Name:**	**Sign:**
Job title:	
Date:	

Pupil Acceptable Use Agreement

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

For my own personal safety:
- I understand that the school may monitor my use of network resources.
- I will treat a username and password like my toothbrush – I will not share them nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line.
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and be accompanied by an adult.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line. The Class Guardian is my contact person.

I understand that everyone has equal rights to use technology as a resource and:
- I understand that the school IT 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 IT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg 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 and express different opinions.
- I will not take or distribute images of anyone without their permission.

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 an electronic client device (computer, tablet or phone, 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 programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- 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 not attempt to circumvent blocked areas of the internet by use of proxy servers, or by proxy browsing.

When using the internet I recognise that:
- I should ensure that I have permission to use the original work – text and pictures – 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 will 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 will not view or download inappropriate websites or images, including those defined by this policy.

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 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.

Student / Pupil Acceptable Use Agreement Form

This form relates to the student / pupil 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 IT systems.**

I have read and understand the above and agree to follow these guidelines when:
- I use the school IT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) eg mobile phones, PDAs, cameras etc
- I use my own equipment out of school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, VLE, website etc.

Name of Student / Pupil:

Group / Class:

Signed: Date:

Sign and keep this form, along with the whole document for your records.

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Group / Class:

Signed: Date:

Sign and hand this form in.