

# The Friary School

## THE ACCEPTABLE USE OF ICT



### Introduction

The policy aims to ensure that any communications technology is used without creating unnecessary risk to yourself or others.

### Student Acceptable Use Agreement

The following relays the expectations on students when using ICT equipment in any school-related activity and this covers both school and personal devices:

**Name of Student:**

**I have read and will follow the rules in the Acceptable Use of ICT Policy.**

**When I use the school's ICT systems (like computers) and get onto the internet in school I will:**

- Always use the school's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission
- Keep my usernames and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carers
- Tell a teacher (or sensible adult) immediately if I find any material that might upset, distress or harm me or others
- Always log off or shut down a computer when I have finished working on it

**I will not:**

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Create, link to or post any material that is pornographic, offensive, obscene or otherwise inappropriate
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carers, or without adult supervision

**If I bring a personal mobile phone or other personal electronic device into school:**

- I will not use it during lessons, tutor group time, clubs or other activities organised by the school, without a teacher's permission
- I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online

**I agree that the school will monitor the websites I visit and that there will be consequences if I do not follow the rules.**

**Signed (Student):**

**Date:**

**Parent/carer's agreement:** I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for students using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

**Signed (Parent/Carer):**

**Date:**

## Adult Acceptable Use Agreement

The following relays the expectations on adults - whether they be members of staff, governors, volunteers or visitors - when using ICT equipment in any school-related activity and this covers both school and personal devices:

**Name of Staff Member / Governor / Volunteer / Visitor:**

**When using the school's ICT systems and accessing the internet in school, or outside school on a work device (if applicable), I will not:**

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
- Use them in any way that could harm the school's reputation
- Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network
- Share my password with others or log in to the school's network using someone else's details
- Take photographs of students without checking there is permission to do so
- Share confidential information about the school, its students or staff, or other members of the community
- Access, modify or share data I am not authorised to access, modify or share
- Promote private businesses, unless that business is directly related to the school

I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.

I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's Data Protection Policy.

I will let the Designated Safeguarding Lead (DSL) and ICT manager know if a student informs me they have found any material that might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use the school's ICT systems and internet responsibly, and ensure that students in my care do so too.

**Signed (Staff Member / Governor / Volunteer / Visitor):**

**Date:**

## Inappropriate Behaviour Online

Anything you share online may be monitored. Once you share anything online it is completely out of your control and may be used by others in a way that you did not intend.

Be aware of the CEOP (Child Exploitation and Online Protection) report button and know when to use it. This button notifies the National Crime Agency of a serious incident and can be used to get advice and support. Alternatively, you can notify school staff who will take any concerns forward.

It is important to recognise that all those who use the school's ICT facilities will be monitored and recorded using the Smoothwall filtering and monitoring system. The school will use this information according to safeguarding procedures.

Within this context, inappropriate behaviour online includes (though this is not an exclusive list) visiting internet sites, making, posting, downloading, uploading or passing on, material, remarks, proposals or comments that contain or relate to:

- pornography (including child pornography).
- promoting discrimination of any kind.
- promoting violence or bullying.
- promoting racial or religious hatred.
- promoting illegal acts.
- remarks or material which others may find offensive.
- do anything which exposes others to danger.
- forward chain letters, spam or any other malicious forms of communication.
- breach copyright law.
- use the ICT system in any way which may be deemed inappropriate by the school.

These expectations apply to both school and personal devices and is enforceable both in and out of school.

We strongly recommend and encourage all members of the school community to read and adhere to the Online Safety Policy, which runs in conjunction with this Acceptable Use Policy.

You will be asked to confirm that you have read and understand this document when you log on to the school's ICT network.

By doing so, you confirm that you understand that the school may implement sanctions should you breach this agreement which may include removal of network privileges as well as sanctions set out in the Behaviour Policy.

<b>Reviewed By</b>	Full Governors	<b>Implementation Date</b>	Mar 2024	<b>Review Date</b>	Feb 2025
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