Davenant Foundation School
ICT Student Acceptable Use Agreement

Last Reviewed: November 2020

Next Review: November 2021

This policy has been reviewed and to the best of our knowledge we do not feel that it impacts on any group or individuals' equality rights within our school community

Policy Details

Policy Name	ICT Student Acceptable Use Agreement	**Committee Responsible**	Curriculum
Status	Mandatory	**Committee Person i/c**	Mrs E J Browne
Produced by	EJB	**First Agreed**	
Date Produced	November 2020	**Last Review Date**	November 2020
References		**Next Review Date**	November 2021

Davenant Foundation School understands the benefits technology can have on enhancing the curriculum and pupils' learning; however, we must ensure that pupils respect school property and use technology appropriately. To achieve this, we have created this acceptable use agreement which outlines our expectations of pupils when using technology, whether this is on personal or school devices and on or off the school premises.

Please read this document carefully and sign below to accept that you agree to the terms outlined.

1. **Using technology in school**
   - I will take responsibility for my own use of the schools network and the Internet and I understand that access to the internet must be for educational purposes only

   - I will only use ICT systems, e.g. computers, laptops and tablets, which a member of staff has given me permission to use.

   - I will only use the approved email account that has been provided to me by the school IT Team

   - I will not store or use any personal data relating to a pupil or staff member for non-school related activities. If I have any queries about storing or using personal data, I will speak to a member of staff. This includes names addresses, credit card details and telephone numbers of myself or others.

   - I will delete any chain letters, spam, and other emails from unknown senders without opening them.

   - I will ensure that I get permission from a member of staff before accessing learning materials, e.g. source documents, from unapproved sources.

   - I will only use the internet for personal use during out-of-school hours, including break and lunchtimes. During school hours, I will use the internet for school work only.

   - I will not bypass or attempt to bypass the schools filtering and firewall systems by using any methods currently available.This includes but is not limited to Proxying(of any type), Tunnelling or using VPN systems.

   - My password will be a minimum of 8 characters in length and I will not share my passwords, e.g. to my school email address, with anyone.

   - I understand that I must ensure that my screen is locked if I step away from my computer, laptop or tablet. This is to protect the machine from being accessed by anyone else under my login. All ICT activity undertaken under my login is assumed to have been carried out by me.

   - I will not install any software onto school ICT systems unless instructed to do so by my **classroom teacher**.

   - I will only use recommended removable media, e.g. encrypted USB drives, and I will keep all school-related information stored on these secure.

   - I will adhere to the e-safety guidelines I have been taught.

   - I will only use the school's ICT facilities to:
     - Complete homework and coursework, and to prepare for lessons and exams.
     - Undertake revision and research.
     - Gather or process information for extra-curricular activities, e.g. creating the school newsletter.

- I will not post anything in the shared area that is in appropriate and also will not change the work of anyone else.

- I will not use or encourage others to use the school's ICT facilities to access, download, upload, send, receive, view or display any of the following:

    - Games, software, music, graphics, videos or text materials that are available on the internet or from any other technology unless this is a requirements of my course or lesson.

    - Copy Illegal material

    - Any content that could constitute a threat, slander, libel, bullying or harassment, or anything negative about other persons or the school

    - Content relating to a person's sexual orientation, gender assignment, religion, race, disability or age

    - Online gambling

    - Content which may adversely affect the reputation of any organisation (including the school) or person, whether or not they are known to be true or false

    - Any sexually explicit content

    - Any personal data or information

- I will not damage computers, computer systems or networks and furthermore if I discover any methods of causing such damage I will report it immediately to the ICT Manager and not demonstrate this to others.

- I will not alter the settings on the school computers and if there appears to be a problem with the settings I will ask my teacher for help.

- I will abide by the current sign on procedures for the access to the network

- I understand that if I use 3G/4G data to access to the internet on devices brought into school the school does not take any responsibility for content that is displayed on devices as this is not subject to monitoring through our firewalls and e-safety software.

- I understand that all school computers have monitoring software installed on them and that this enables staff to view and record activity remotely and that the filtering appliance that the school uses retains limited history of sites visited by students of which the reports can be accessed by the Network Manager at any time.

2. Mobile devices

- I will use school-owned mobile devices, e.g. laptops and tablets, for educational purposes only.

- I will only use personal mobile devices in accordance with the school's BYOD Acceptable Use Agreement.

- I will ensure that my mobile device is either switched off or set to silent mode during school hours, and will only use my device when my **classroom teacher** permits me to do so.

- I will seek permission from my **classroom teacher** before a school-owned mobile device is used to take images or recordings.

- I will not use any mobile devices to take pictures of fellow pupils unless I have their consent.

- I will not use any mobile devices to send inappropriate messages, images or recordings.

- I will ensure that personal and school-owned mobile devices do not contain any inappropriate or illegal content.

- I will not access the computer network system using personal mobile devices, unless permission has been given by a member of staff or the **IT Manager**.

- I will not take or store images or videos of staff members on any mobile device, regardless of whether or not it is school-owned.

3. Social media

- I will not use any school-owned mobile devices to access personal social networking platforms including chat sites, social sites, newsgroups, web pages, mailing lists, FTP sites or other areas of the internet that would be considered offensive in the judgement of the Headteacher or other members of staff where "offensive" includes pornographic, racist, violent, illegal, illicit or any other forms of inappropriate content.

- I understand that there can be dangers associated with seeing people contacted via the internet and will not attempt to develop a personal relationship that could lead to meeting the person.

- I will not communicate or attempt to communicate with any staff members over personal social networking platforms.

- I will not accept or send 'friend requests' from/to any staff members over personal social networking platforms.

- I will ensure that I apply the necessary privacy settings to any social networking sites.

- I will not publish any comments or posts about the school on any social networking platforms which may affect the school's reputation.

- I will not post or upload any defamatory, objectionable, copyright infringing or private material, including images and videos of pupils, staff or parents, on any online website.

- I will not post any material online that:

    - Is offensive

    - Is private or sensitive

    - Infringes copyright laws

    - Damages the school's reputation

    - Is an image or video of any staff, parent or nonconsenting pupil

4. Email Usage

Use of email by students of Davenant Foundation School is permitted and encouraged where such use supports the goals and objectives of the schools. All students are provided with their own email address through the Google suite for educational use only. Davenant Foundation school expects that the students must ensure that they:

- Use email in an acceptable way

- Do not create unnecessary risk to the school by their misuse of the email system

- Comply with current legislation which is your responsibility to keep up to date on.

Therefore

- Students are responsible for the content of emails sent

- Email Filtering – Our use of Google mail provides us with some spam filtering and some anti-virus scanning that can prevent infected emails from being sent or received by the school. Infected is defined as: an email that contains a virus or script (i.e. malware) that could be damaging or destructive to data; spam email such as a phishing message. The sending of offensive profane or abusive emails or other messages is forbidden and there are new attacks all the time so there is a need to remain constantly vigilant

- If students receive any offensive or inappropriate emails they should report it to a teacher of the IT Network manager immediately

- Use of school email accounts for bullying or harassment will not be tolerated and is against the school rules.

- Email attachments should only be opened if they have come from a known and trusted sources

- The sending of email attachments containing any programme file or shortcut that damages shuts down, deletes or alters or otherwise modifies the operating system is a criminal offence (Computer Misuse Act 1990)

- The use of email rules that disrupt, slow down or damage the email servers or network systems are not permitted.

- The school reserves the right to monitor students systems and files as outline in section 5

- If a student is found to have breached the use of the email system they will face withdrawal of their email and/or network account for a fixed or indefinite period, the duration of which will depend on the factors such as the seriousness of the breach and contact with parents/carers will be made to discuss concerns

- Serious offences may result in temporary fixed term or permanent exclusion from school.

5. Reporting misuse

- I will ensure that I report any misuse or breaches of this agreement by pupils or staff members to **the headteacher**.

- I understand that the school has full access to my use of the network, system and internet and this includes my school email accounts. These will be monitored by the IT department and **e-safety officer** and the school reserves the right to examine or delete any inappropriate content and I recognise the consequences if I breach the terms of this agreement, e.g. having personal devices confiscated.

- I understand that the **headteacher** may decide to take disciplinary action against me in accordance with the school's **Behavioural Policy** if I breach this agreement.

I acknowledge that I have read and understood this agreement and I have discussed this with my child

I understand that their access to school systems is for educational purposes only

I understand that whilst every effort will be made to monitor the usage of the systems, I recognise that this is impossible for the school to continually monitor and restrict access to all controversial material whilst allowing compliant students freedom to research

I further acknowledge that while filtering and monitoring systems are in place to safeguard students, students must be responsible for rejecting unsuitable material and reporting it a member of staff and as such I have discussed this agreement with my child and will ensure that they will abide by each principle.

Parent/Carer Name:	
Signed:	
Date:	
Student Name:	
Signed:	
Date:	