

Acceptable Use (ICT) Policy for Pupils



Dartmoor
MULTI ACADEMY TRUST

Document control			
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Version	Date issued	Author	Update information
V1.0	12/12/2017	N McDermott	First published version
V1.1	19/12/2019	N McDermott	Minor updates to aid reading ease. 2.2 Addition of invoice for damage caused clause.
V1.2	22/10/2020	N McDermott	Addition of key stroke monitoring to User Agreement s14.

1. Introduction

1.1. Dartmoor Multi Academy Trust recognises the value of technology in children's learning and development. This policy explains our expectations for how pupils use IT in schools. It will be reviewed annually.

1.2. As part of our curriculum, pupils have controlled access to the Internet and learn how to use libraries, databases and information sources on a wide variety of topics, as well as:

- Computers, laptops and other digital devices
- The internet, which may include search engines and educational sites
- School learning platforms/intranet
- Gsuite
- Email
- Games consoles and other games-based technologies
- Digital cameras, webcams and video cameras

1.3. Other policies that are related to this policy include:

- Anti-bullying Policy
- Behaviour Policy
- Safeguarding Policy
- Data Protection Policies
- E-safety policy and resources
- Social Media Policy & Statement
- Mobile Phone Policy
- Personal, Social & Health Education (PSHE) Policy
- Sex and Relationships Education (SRE) Policy

2. Aims

2.1. The Trust will support pupils to be safe and responsible users of technology and:

- Become empowered and responsible digital creators and users
- Use resources and technology safely, carefully and responsibly, respecting system security and password security
- Be kind online and help create a community that is respectful and caring, on and offline



- Be safe and sensible online, and always know that they can talk to a trusted adult if they are unsure or need help.
- 2.2. **We value safe behaviour.** Any misuse of technology will be dealt with according to our schools' Behaviour and Anti-Bullying policies. This can include:
- deliberately uploading or adding any images, video, sounds or text that could upset, offend or threaten the safety of a member of the school community
 - misuse or damage to school equipment. An invoice may be raised to cover the cost of repair or replacement to damaged equipment.
 - using technology without permission and at times that are not allowed
 - bypassing school filtering and monitoring systems (this includes, but is not limited to, the use of VPN, personal hotspot devices, attempting to change school computer settings, using portable apps and anonymous browsers).
- 2.3. **We recognise there are potential risks.** The Trust will take all reasonable precautions including monitoring and filtering systems, to ensure that pupils and staff are as safe as possible when using school equipment, our internet and systems. This monitoring will be proportionate and will take place in accordance with data protection (including GDPR), privacy and human rights legislation. The Trust reserves the right to monitor the activity of all users on school systems. We will refer to [Saferinternet.org.uk](https://www.saferinternet.org.uk) provider self-certification when selecting providers to ensure they meet appropriate safety standards.
- 2.4. **We recognise that the internet is constantly changing**, with new apps, devices, websites and material emerging at a rapid pace. We will regularly review the methods used to identify, assess and minimise online risks, as well as examine emerging technologies for educational benefit and undertake appropriate risk assessments before use in school is allowed. The Trust cannot be held responsible for the nature and content of materials accessed on the internet.
- 2.5. **We recognise that no technical system can replace online safety education.** We will:
- embed online safety education in curriculum delivery, wherever possible.
 - model good practice when using technology and maintain a professional level of conduct in their personal use of technology, both on and off site.
 - develop awareness of Esafety issues through regular training and curriculum delivery
 - take appropriate action where necessary
- 2.6. **All pupils and parents have an important role to play in developing responsible behaviour.** We will share this policy with pupils in school and encourage parents to read and discuss the policy with their children at home. We ask parents/carers to role model safe and positive online behaviour and discuss online safety at home. Links to extra resources and help is on our website <https://www.dartmoormat.org.uk/online-safety.html>
- 2.7. **Some pupils may be more vulnerable online.** This may include children in care, children with special educational needs and disabilities (SEND) or mental health needs, children with English as an additional language (EAL) and children experiencing trauma or loss. We will ensure that differentiated and ability appropriate online safety education, access, and support is provided to vulnerable pupils and seek input from specialist staff as appropriate, including the SENCO and Child in Care Lead.
- 2.8. **We respect the law.** If we believe a pupil has committed a criminal offence, we will contact the relevant authorities. School owned information systems, including Wi-Fi, must be used lawfully. The Computer Misuse Act 1990 makes the following criminal offences:
- 2.8.1. to gain unauthorised access to computer material;
 - 2.8.2. to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.



3. User ICT Agreement

1. I will only use ICT systems in school, including the internet, e-mail, digital video, mobile technologies, etc. for school purposes.
2. I will only log on to the school network/ Learning Platform with my school provided user name and password. I will never share my username or password with anyone else.
3. I will always log off properly when I have finished using school computers.
4. I will not download or install software on school technologies or use USB flash drives/ memory sticks on school hardware.
5. I will only use my school e-mail address for school related things.
6. I will not attempt to bypass any computer or user account restrictions to access confidential or otherwise restricted information on the school network.
7. I will not try to bypass the internet filtering system.
8. I will make sure that all electronic communications with pupils, teachers or others are responsible and sensible.
9. I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
10. I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
11. I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring them into disrepute.
12. I will follow the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community
13. I will respect the privacy and ownership of others' work on-line at all times.
14. I understand that all my use of the internet, key strokes on school devices and other related technologies will be filtered, and can be monitored, logged and made available to teachers, to protect me and others and the integrity of school systems.
15. I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer will be contacted.