

# Acceptable Use (ICT) Policy for Pupils



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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.
V1.3	13 Jan 2021	N McDermott	Updated to reflect remote learning.

## 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 both in schools and during remote learning. 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 e.g., Classcharts, Google Classroom, Microsoft Team, Class Dojo.
- 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:

- Schools' Behaviour Policies
- [Code of Conduct and Online Media Use Statement for Students, Parents/Carers and Visitors](#)
- [Child Protection and Safeguarding Policy 2020](#)
- [Child Protection and Safeguarding Policy Addendum COVID-19](#)
- [Data Protection Policy](#)
- [Online Safety Policy](#)
- [Social Media Policy](#)
- [Mobile Phones Policy](#)
- Schools' Personal, Social & Health Education (PSHE) Policy
- Schools' Sex and Relationships Education (SRE) Policy

# Acceptable Use (ICT) Policy for Pupils



## 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. Pupil/Students Code of Conduct

1. I will only use school/college ICT systems, including the internet, e-mail, digital video, mobile technologies, etc. for school purposes, whether I am in school or not.
2. I will not engage in any form of cyber bullying.
3. I will follow all instructions issued by my teacher and use technology as they direct me to do.
4. I will only log on to the school network/ Learning Platform with my school provided username and password. I will never share my username or password with anyone else.
5. I will always log off properly when I have finished using school systems/platforms.
6. I will not download or install software on school technologies or use USB flash drives/ memory sticks on school hardware.
7. I will only use my school/college e-mail address for school related things including contacting my teacher.
8. I will not attempt to bypass any computer or user account restrictions to access confidential or otherwise restricted information on the school/college network.
9. I will not try to bypass the internet filtering systems in school/college.
10. I will make sure that all electronic communications with pupils, teachers or others are responsible and sensible.
11. I will be responsible for my behaviour when using school/college platforms. This includes resources I access and the language I use.
12. 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.
13. I will ensure that my online activity, both in school and outside school/college, will not cause my school, the staff, pupils or others distress or bring them into disrepute.



14. I will follow the school/college 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/college community
15. I will respect the privacy and ownership of others' work on-line at all times.
16. I understand that in school/college, all my use of the internet, keystrokes on school devices and other related technologies may be filtered, monitored, logged and made available to teachers, to protect me and others and the integrity of school systems.
17. I understand that these rules are designed to keep me safe and that if they are not followed, school/college sanctions will be applied and my parent/ carer will be contacted.

### **For remote learning:**

18. I will have my camera switched off and microphone muted at the start of any 'live' sessions.
19. I will use a blurred background or a 'backdrop' image if I am asked to switch my camera on.
20. I will promptly log in to any 'live' session at the time it is scheduled to start.
21. I understand that 'live' sessions may be recorded by the school and may be made available for students to access later, for educational and safeguarding (including behaviour) purposes only and will be stored for no longer than 28 days.
22. I will dress appropriately for all 'live' sessions.
23. I will not record or take photos of my teachers or classmates, or any lesson content.
24. I understand that to make the most out of any 'live' session I should ensure that:
  - I am in a quiet, safe and appropriate environment with minimal distractions.
  - Use headphones for lessons, wherever possible.
  - I am attentive and follow all instructions, treating others with respect particularly where technical issues cause disruption to your learning.

### **Parents and carers should support students and teachers by:**

1. Discussing the above rules and expectations with their child.
2. Providing their child with a workspace that is quiet, safe and free from distractions.
3. Making sure that their child is dressed appropriately (school uniform is not necessary).
4. Ensuring that face-to-face communication is only between teachers and students, i.e. any parent to teacher communication should be in the usual manner.

### **Parents and carers must:**

5. Not record any part of a lesson and should refrain from commenting on public forums about individual teachers.
6. Be aware that online lessons may be recorded for educational, safeguarding (including behaviour) purposes and will be stored for no longer than 28 days.