

## **Student Online Safety and Acceptable Use Policy**

New 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. Young people should have an entitlement to safe internet access at all times.

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.

The Bay Learning Trust and its associated academies will try to ensure that students have good access to ICT to enhance their learning and will, in return, expect the students to agree to be responsible users. Before we allow pupils to use these facilities, we require both pupils and parents to signify their acceptance of this Acceptable Use Policy

Various projects have proven the educational benefits of internet access which enables pupils to explore a wide range of information sources throughout the world. Although there are concerns about children having access to inappropriate material via the internet, the Bay Learning Trust takes a range of measures to minimise these risks. All network and internet access is monitored and the logs are reviewed periodically. A filtering system is in operation which restricts access to inappropriate materials, and this is reinforced by ICT staff who teach the safe and appropriate behaviours to adopt when using the internet, e-mail and other technologies.

Although internet use is supervised and filtered within the Trust, families should be aware that some pupils may find ways to access material that is inaccurate, defamatory, illegal or potentially offensive to some people. The academy cannot be held responsible for the content of materials accessed through the internet. Furthermore, the academy will not be liable for any damages arising from use of the internet facilities.

As with any other area, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources at home. At each academy within the Trust, teachers will guide students towards appropriate material. At home, families bear the same responsibility for guidance as they exercise with other information sources such as television, telephones and films.

We hope you will read through the attached Policy with your child so they understand what is appropriate and acceptable.

### **Acceptable Use Policy**

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

I understand that in using school ICT systems, I agree to the terms of the Acceptable Use Policy.

I understand that the The Bay Learning Trust (and its associated academies) will exercise its right to monitor the use of the computer systems, including access to websites, the interception of e-mail (and other communication systems) and the deletion of inappropriate materials where the academy believes unauthorised use of the computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery, sound or other materials.

#### **For my own personal safety:**

- I will treat my username and password confidentially – I will not share it, 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.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- I will put this education into practice both in and beyond the academy

#### **I understand that everyone has equal rights to use technology as a resource and:**

- I understand that the school ICT 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 use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. 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 respect copyright and intellectual property rights
- 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 different opinions. All offensive words of any description are forbidden. All communications must comply with good equal opportunities and non-discriminatory practices.
- I am responsible for all e-mails sent and for contacts made that may result in e-mails being received
- I will not use personal e-mail systems to contact any member of staff and vice-versa.

- I will not take or distribute images of anyone without their permission.

**I recognise that the academy 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 my personal hand held/external devices (mobile phones / USB devices 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 treat all equipment with care and immediately report any damage or faults involving equipment or software however this may have happened.
- I will not open any attachments to e-mails, unless I know and trust the person/organisation that sent the e-mail, 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 use chat and social networking sites.
- I will not use the academy's ICT systems for private purposes, unless the Principal has given specific permission.
- I recognise that the use of the academy's IT systems for personal shopping, financial gain, gambling, political activity, advertising or illegal purposes are not permitted.

**When using online teaching or video conferencing, I recognise that:**

- I will find a communal, quiet, safe and appropriate place (no bedrooms) or inappropriate information or objects visible.
- I will ensure my clothing and attire is suitable. School presentation rules will be adhered to.
- I will behave and converse as I would in a lesson in school.
- I will NOT use any inappropriate language and stay within normal lesson expectations.
- I will mute my microphone when my teacher or another pupil is speaking.
- I will turn off or cover my camera if this would make me feel more comfortable.
- I will ask a parent to be with me if I would like them to help me.
- **Every online lesson will be recorded** and stored for safeguarding purposes.
- I will not expect one-to-one lessons.
- I will not share invitations and passwords to online lessons with anyone else.

**When using the internet for research or recreation, I recognise that:**

- I should ensure that I have permission to use the original work 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 should 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 understand that I am responsible for my actions, both in and out of school:**

- I understand that activity that threatens the integrity of the ICT systems, or activity that attacks or corrupts other systems, is forbidden.
- And that visits to unapproved sites by pupils will mean that the Principal and my parents may be informed and I will be locked out of the system.
- I understand that the academy 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, 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.

In signing this document, users accept that they are responsible for their actions when using Trust ICT equipment and facilities in and out of school and the use of personal devices when carrying out operations/communications related to the Trust/academy. If users fail to comply with this Acceptable Use Policy then they could be subject to disciplinary action by their academy.

**Name** *(please print)* .....

**Signed** .....