SWANLEA SCHOOL

Acceptable Use Policy - STUDENTS

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1. Introduction

1.1. This Policy was researched and produced by the Facilities Manager and approved by the Head of IT services, Head Teacher, School Business Manager and Resources Governors.

1.2. The aims of this Acceptable Use Policy are to:

➢ Ensure that pupils benefit from all learning opportunities offered by technology and internet resources provided by the school in a safe and controlled manner.

➢ Set guidelines and rules on the use of school ICT resources for pupils and parents.

➢ Establish clear expectations for the way all students and parents engage with each other online.

➢ Support the school's policy on data protection, online safety and safeguarding.

➢ Prevent disruption to the school through the misuse, or attempted misuse, of ICT systems.

➢ Support the school in teaching pupils safe and effective internet and ICT use.

1.3. This policy covers all students and parents using Swanlea school's ICT facilities

1.4. All pupils and parents are expected to read and agree the terms of the agreement if you do not agree, the school reserves the right to revoke access to all school systems and devices.

1.5. Breaches of this policy may be dealt with under our behaviour policy and could result in revoking access to all ICT systems and devices; if necessary, the school reserves the right to recover the costs of the breach of this policy.

2. GDPR - Data Security

2.1. Swanlea School holds a variety of sensitive data, no student or parent should attempt to access any part of the network or equipment with sensitive data. If there has been a breach of GDPR you must report this to a member of Swanlea school staff.

2.2. We comply with the following legislation and guidance:

➢ Data Protection Act 2018
➢ The General Data Protection Regulation
➢ Computer Misuse Act 1990
➢ Human Rights Act 1998
➢ The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000

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➢ Education Act 2011
➢ Freedom of Information Act 2000
➢ The Education and Inspections Act 2006
➢ Keeping Children Safe in Education 2020
➢ Searching, screening and confiscation: advice for schools

3. Accessing our school systems and devices

3.1. The school provides access to our school systems and devices for teaching and learning only.

3.2. All students and parents must do everything in their power to keep their passwords secure and not to share their password with anyone. To change your password please use the following website: **https://support.lgfl.org.uk/**

3.3. The school reserves the right to monitor any student and parent activity on any school systems and devices for investigation and monitoring purposes and to report any breaches in the said laws in 2.2. for example but not limited to google classroom, loaned devices, school devices.

3.4. No application or services accessed by pupils or their parents may be used to bring the school or its members into disrepute.

3.5. The use of the internet may only be used for school purposes only.

4. Use of devices on our school network

4.1. The school gives access to the school network and devices for education purposes only.

4.2. All devices should be treated with care.

4.3. Any damage to devices should be reported to a member of Swanlea staff as soon as it is seen.

4.4. Using a USB storage device on the network is allowed as long as the student and parent have ensured it has been checked for viruses and only use it solely for storing files for educational purposes.

4.5. Students should only have access to the student shared area, documents folder, USB storage device, programs installed on the device and a filtered internet any other access is strictly prohibited.

4.6. Student should not attempt to gain access to any websites or network folders that they do not have permission for.

4.7. Students and parents must log out of all school systems and devices when not in use.

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5. Use of virtual learning environments (VLE)

5.1. Students must only use virtual learning environments for learning.

5.2. Students may upload work and assignments to the platform given by their teacher but no other material may be uploaded.

5.3. Students must only use the platforms to communicate about learning.

5.4. When using the VLE for remote lessons students must ensure they have their camera and microphone switched off unless specified by a member of SLT in writing.

6. Use of communication systems (such as emails)

6.1. The school provides students with emails and other communication technologies to help them access learning materials and also to sign up to educations platforms the school provides.

6.2. Students must only use communication systems for educational purposes and to communicate to their teachers; no other communication is permitted.

6.3. Students should only use their provided school email to communicate with teachers and for creating accounts for online resources that the school provides, it is strictly prohibited to communicate and create accounts for online resources using personal email accounts.

7. Technology equipment provided by the school

7.1. The school may loan students and parents technology equipment to aid and support the learning of individuals from home for example but not limited to laptops, microphones, voice recorder, camera, peripheral devices.

7.2. The school reserves the right to track and monitor the device loaned to you.

7.3. Students are only permitted to take the device to Swanlea school and your home address.

7.4. Students must ensure all reasonable care has been taken to ensure the device does not get damaged and stolen.

7.5. Students must use the laptop for school use only.

7.6. Parents must ensure the internet is filtered from inappropriate internet content; the school is not liable for the internet connection of the device.

7.7. The school reserves the right to recall the device at any time without notice for no given reason.

7.8. If the school recalls the device, then the parent should return the equipment within 5 working days.

7.9. Under no circumstance should any user of the device install any software or run any programs that are not installed on the device.

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8. Software provided by the school for home use

8.1. The school provides students with software for home use to aid teaching and learning.

8.2. The school will monitor and track which devices the software is installed on.

8.3. Parents and students should only use the software provided on devices that they own which will be used by the students for educational purpose, under no circumstances can students or parents distribute or install software on any other computers.

9. Unacceptable use of ICT and the internet outside of school

The school will sanction pupils, in line with the Behaviour Policy, if a pupil engages in any of the following **at any time** (even if they are not on school premises):

➢ Using ICT or the internet to breach intellectual property rights or copyright

➢ Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination

➢ Breaching the school's policies or procedures

➢ Any illegal conduct, or statements which are deemed to be advocating illegal activity

➢ Accessing, creating, storing, linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate

➢ Activity which defames or disparages the school, or risks bringing the school into disrepute

➢ Sharing confidential information about the school, other pupils, or other members of the school community

➢ Gaining or attempting to gain access to restricted areas of the network, or to any password protected information, without approval from authorised personnel

➢ Allowing, encouraging, or enabling others to gain (or attempt to gain) unauthorised access to the school's ICT facilities

➢ Causing intentional damage to ICT facilities or materials

➢ Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user is not supposed to have access, or without authorisation

➢ Using inappropriate or offensive language

10. Sanctions

10.1. Persistent misuse of devices and services provided by the school will result in a ban on access to the school ICT facilities and services. At the discretion of SLT pupil's devices may be confiscated. Both of these actions will take place for a set period of time agreed by the Head Teacher and parents will be notified.

10.2. Pupils who engage in any of the unacceptable activities listed above may face action in line with the school's behaviour policy.

10.3. The school reserves the right to recover any losses due to breaches in this policy.

11. Use of photographs and/or video

11.1. Swanlea School uses photographs and/or videos to showcase our pupil's achievements and promote the school.

12. Parents

1.1 Access to ICT facilities, WIFI and materials

1.1.1 Parents do not have access to the school's ICT facilities and WIFI as a matter of course.

1.1.2 However, parents working for, or with, the school in an official capacity (for instance, as a volunteer or as a member of the PTA) may be granted an appropriate level of access, or be permitted to use the school's facilities at the headteacher's discretion.

1.1.3 Where parents are granted access in this way, they must abide by this policy as it applies to staff.

1.2 Communicating with or about the school online

1.2.1 We believe it is important to model for pupils, and help them learn, how to communicate respectfully with, and about, others online.

1.2.2 Parents play a vital role in helping model this behaviour for their children, especially when communicating with the school through our website and social media channels.

1.2.3 We ask parents to sign the agreement in appendix 2.

13. Monitoring and review

13.1. The headteacher, Head of IT services and SBM monitor the implementation of this policy, including ensuring that it is updated to reflect the needs and circumstances of the school.

13.2. This policy will be reviewed every two years.

13.3. The governing board is responsible for approving this policy.

14. Related policies

This policy should be read alongside the school's policies on:

- Safeguarding and child protection
- Behaviour
- Staff discipline
- Data protection
- Professional Safer Code of Conduct
- Data Protection

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15. Definitions:

- ➢ **"Virtual learning environment" or ("VLE")**: includes all platforms that the school subscribe to enable access to learning materials and remote lessons on the internet. For example but not limited to; Google classroom, Google apps for education, Google meet, Hegarty Maths, Accelerated reader, Sam learning.

- ➢ **"ICT facilities":** includes all facilities, systems and services including but not limited to network infrastructure, desktop computers, laptops, tablets, phones, music players or hardware, software, websites, web applications or services, and any device system or service which may become available in the future which is provided as part of the ICT service

- ➢ **"Users":** anyone authorised by the school to use the ICT facilities, including governors, staff, pupils, volunteers, contractors and visitors

- ➢ **"Personal use":** any use or activity not directly related to the users' employment, study or purpose

- ➢ **"SLT":** Senior leadership team.

- ➢ **"Track":** monitor the location of the device.

- ➢ **"Monitor":** Storing data of the activity of users and devices.

- ➢ **"WIFI":** Wireless network connection to the internet.

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Appendix 1: Acceptable use of the internet: agreement for parents and carers

Acceptable use of the internet: agreement for parents and carers
Name of parent/carer: **Name of child:**
Online channels are an important way for parents/carers to communicate with, or about, our school. The school uses the following channels: - Our website   - Our official Twitter page   - Email/text groups for parents (for school announcements and information)   - Our virtual learning platform (Google Classroom)   Parents/carers also set up independent channels to help them stay on top of what's happening in their child's class. For example, class/year Facebook groups, email groups, or chats (through apps such as WhatsApp).
When communicating with the school via official communication channels, or using private/independent channels to talk about the school, I will: - Be respectful towards members of staff, and the school, at all times   - Be respectful of other parents/carers and children   - Direct any complaints or concerns through the school's official channels, so they can be dealt with in line with the school's complaints procedure   I will not: - Use private groups, the school's Facebook page, or personal social media to complain about or criticise members of staff. This is not constructive and the school can't improve or address issues if they aren't raised in an appropriate way   - Use private groups, the school's Facebook page, or personal social media to complain about, or try to resolve, a behaviour issue involving other pupils. I will contact the school and speak to the appropriate member of staff if I'm aware of a specific behaviour issue or incident   - Upload or share photos or videos on social media of any child other than my own, unless I have the permission of other children's parents/carers

Signed:	**Date:**

Appendix 2: Acceptable use agreement for younger pupils

NOT APPLICABLE

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Appendix 3: Acceptable use agreement for older pupils

Acceptable use of the school's ICT facilities and internet: agreement for pupils and parents/carers

Name of pupil:

When using the school's ICT facilities and accessing the internet in school, I will not:

- Use them for a non-educational purpose
- Use them without a teacher being present, or without a teacher's permission
- Use them to break school rules
- Access any inappropriate websites
- Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity)
- Use chat rooms
- 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
- Share my password with others or log in to the school's network using someone else's details
- Bully other people

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

I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others.

I will always use the school's ICT systems and internet responsibly.

I understand that the school can discipline me if I do certain unacceptable things online, even if I'm not in school when I do them.

Signed (pupil):	**Date:**

Parent/carer 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 pupils 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:**

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Please tick all applicable boxes and sign:

I have read through this agreement with my child and agree to the conditions set out by Swanlea School ☐

I understand there will be sanctions if my child breaches the conditions laid out in the agreement ☐

I consent to photographs and/or videos being used in school displays ☐

Name   …………………………………

Signed   …………………...………… (Pupil)

Date   …………………...…………

Signed   …………………...………… (Parent/Carer)

Date   …………………...…………