



Pathfinder

Multi Academy Trust

SECONDARY – STUDENT ICT USE POLICY

This policy has been adopted by the Board of Directors of the Pathfinder Multi Academy Trust and is applicable across all schools that make up the Pathfinder Multi Academy Trust. In line with the MAT's Scheme of Delegation, this Policy must be duly applied by each Local Governing Committee and the Head Teacher of each school that is part of the Pathfinder Multi Academy Trust.

Where there are specific details or any discretions in the policy that apply to an individual school or Local Governing Committee this has been made clear within the wording of the policy.

This policy will be monitored regularly by the MAT Head Teachers Group and reviewed formally by the Pathfinder MAT Board of Directors in line with the agreed timetable for policy review or sooner as events or legislation changes require.

DATE ADOPTED: February 2017

DATE FOR REVIEW: February 2019

E-Safety Policy

Student / Pupil Acceptable Use Policy Agreement

School 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 school will try to ensure that pupils have good access to ICT to enhance their learning. The school will, in return, expect pupils to agree to be responsible users.

Acceptable Use Policy Agreement

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.

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, emails and other digital communications.
- I will treat my username and password like my toothbrush – I will not share it with anyone, 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 not arrange to meet people I have met only online.
- 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 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 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 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.
- I will not take or distribute images of anyone without their permission.

I recognise that the school 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 not use a mobile phone in school.
- 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 immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, 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 on school equipment.

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 the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour that are covered in this agreement. This applies both in school, and when I am out of school where it involves 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 User Policy Agreement, 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.

Please complete the section below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

Student / Pupil Acceptable Use Agreement Form

This form relates to the student / pupil Acceptable Use Policy, to which it is attached. Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment out of school in a way that is related to me being a member of this school e.g. accessing school email, VLE, website etc or communicating with other members of the school.

Name of Student / Pupil

Form

Signed

Date

Students / Pupils	Actions / Sanctions								
Incidents	Refer to class teacher /tutor	Refer to Curriculum Leader / Head of Year / other	Refer to a senior member of staff	Refer to Police	Refer to technical support staff for action re filtering /security etc	Inform parents / carers	Removal of network / internet access rights	Warning	Further sanction e.g. detention / exclusion
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).	✓	□	□	□	✓	✓	✓		
Unauthorised use of non-educational sites during lessons	✓				✓	?			
Unauthorised use of mobile phone / digital camera / other handheld device	✓				✓	✓			✓
Unauthorised use of social networking / instant messaging / personal email	✓				✓	✓			
Unauthorised downloading or uploading of files	✓				✓	✓			
Allowing others to access school network by sharing username and passwords	✓				✓	✓			
Attempting to access or accessing the school network, using another student's / pupil's account	✓	✓			✓	✓	✓		✓
Attempting to access or accessing the school network, using the account of a member of staff	✓	✓			✓	✓	✓		✓
Corrupting or destroying the data of other users	✓	✓			✓	✓	✓		✓
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature	✓	✓			✓	✓	✓		✓
Continued infringements of the above, following previous warnings of sanctions	✓	✓			✓	✓	✓		✓
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school	✓	✓	✓		✓	✓	✓		✓
Using proxy sites or other means to subvert the school's filtering system	✓	✓			✓	✓	✓		✓
Accidentally accessing offensive or pornographic material and failing to report the incident								✓	
Deliberately accessing or trying to access offensive or pornographic material	✓	✓			✓	✓	✓		✓
Receipt of transmission of material that infringes the copyright of another person or infringes the Data Protection Act	✓	✓			✓	✓	✓		✓