Acceptable Use of Technology Policy

Digital technologies have become integral to the lives of children and young people, both within school and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They 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 systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their online behaviour.

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users. To this end, all pupils are required to sign an Acceptable Use of Technology form which sets out a list of conditions for acceptable use within School and out of School whilst using School equipment. There are different forms for EYFS and Key Stage 1, Primary from Year 2 and Secondary. Copies of these forms can be found below.

Parents of all pupils are requested to sign the permission form to show their support of the School in this important aspect of the School's work. A copy of the Pupil Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in their care. The permission form is contained at the end of this Policy document.

Secondary School Pupil Acceptable Use Policy Agreement

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

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.

- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating online.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- I understand that everyone has equal rights to use technology as a resource and:
- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school systems or devices for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (eg 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 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 only use my own personal devices (mobile phones / USB devices etc) in school if I have permission
- I understand that, if I do use my own devices in the 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 immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will only use social media sites with permission and at the times that are allowed.
- 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, 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 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 sections on the next page 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 systems and devices.

Educational Use of Chromebooks

Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use of Technology Agreement.

Using Your Chromebook At School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, unless requested by an administrator.

Managing and Saving your digital work with a Chromebook

- The majority of students' work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.
- The school will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- If a student continues to forget to charge their device, it will be considered a disciplinary matter.

Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. No images or graphics containing people can ever be used as a background or theme. The presence of such media will result in disciplinary action.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used only if the instructional software has an audio component.
- Students should have their own personal set of headphones for sanitary reasons.

Mirroring

- Students are not allowed to mirror their Chromebook screens to the school projectors without approval from the teacher.

Chromebooks being repaired

- Loan Chromebooks may be issued to students when they leave their school-issued Chromebook for repair.
- Chromebooks on loan to students having their devices repaired may not be taken home, unless permitted by the school.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use. However, some applications can be used while not connected to the Internet. Students are bound by the King's College Acceptable Use of Technology Agreement and all other guidelines in this document wherever they use their Chromebooks.

Chromebooks Left at Home

Students are required to bring their Chromebooks to school every day. Repeat offenders who leave their device at home will face disciplinary action.

Chromebook Monitoring

Students will be monitored by King's College filtering system at school and home when using their chromebooks. The school will get notified every time a student visits a website not allowed by the school. Parents are allowed to change the filtering settings when Chromebooks are used at home allowing or blocking websites and some filtering categories like Chatting, Social Media, etc.

Appropriate Uses and Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will

carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

2. Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

3. Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. Respect Intellectual property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use of Technology Policy.

Monitoring Software

Teachers, management, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

<u>Website and Social Media Guidelines</u>

Think before you act because your virtual actions are real and permanent.

Student Initials		Parent Initials
	Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friend, enemies, parents, teachers, future colleges, or employees to see. (THINK, Is it True, Helpful, Inspiring, Necessary, Kind?)	
	Follow the school's code of conduct when writing online. It is acceptable to disagree with	

	other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.	
	Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.	
	Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior linking to ensure that all information is appropriate for a school setting.	
	Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste others' thoughts. (Plagiarism) It is good practice to hyperlink to your sources.	
	Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.	
	How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.	
	Online work should be well written. Follow writing conventions including proper grammar, capitalisation, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving and writing.	
	If you come across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.	
	Students will have access to Youtube. They are expected to use it for school provided/related links only.	

Secondary School Pupil Acceptable Use Agreement Form

This form relates to the pupil Acceptable Use Agreement, 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 systems.

I have read and understand the above and agree to follow these guidelines and by signing the below, the student and their parent/guardian agree to follow and accept:

- Pupils Appropriate Use of Technology Policy
- The Educational Use of Chromebook Agreement in its entirety
- Appropriate Uses and Digital Citizenship
- The Website and Social Media Guidelines
- In no event shall King's College be held liable to any claim of damage, negligence, or breach of duty.

Name of Pupil:
Group / Class:

Signed:

Date:

Parent / Carer Countersignature: ………………………………………………………………..

Primary Pupil Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way for my own safety, for the safety of others and the equipment:

- I will ask a teacher or suitable adult if I want to use ICT equipment and only use software that is appropriate for the activity
- I will take care of the computer and other equipment
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong
- I will tell a teacher or suitable adult if I see something that upsets me on the screen
- I will not share personal information of myself or others online
- I will not try to download files onto the school system without permission from a teacher or suitable adult
- I know that if I break the rules I might not be allowed to use a computer / tablet

Signed (child):

Signed (parent):

EYFS/Key Stage 1 Pupil Acceptable Use Policy Agreement

This is how we stay safe when we use computers:

- I will ask a teacher or suitable adult if I want to use the computers / tablets
- I will only use activities that a teacher or suitable adult has told or allowed me to use
- I will take care of the computer and other equipment
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong
- I will tell a teacher or suitable adult if I see something that upsets me on the screen
- I know that if I break the rules I might not be allowed to use a computer / tablet

Signed (child):

Signed (parent):

Parent / Carer Permission Form

Parent / Carers Name:

Pupil Name: Yr Group:

As the parent / carer of the above pupils, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

Use of digital video/images

The use of digital / video images plays an important part in learning activities. Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media.

The school will comply with the Data Protection Act and request parents / carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use in not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published or made publicly available on social

networking sites, nor should parents / carers comment on any activities involving other pupils in the digital video/images.

I understand that my son's / daughter's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

<u>Permission Form</u>

As the parent / carer of the above pupil, I agree to the school taking and using digital video/images of my child / children. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.   Yes / No

I agree that if I take digital video/images at, or of – school events which include images of children, other than my own, I will abide by these guidelines in my use of these images.   Yes / No

Signed:

Date:

Created and Reviewed by :	Policy Category:
Dawn Akyurek October 2016	
Approved by :	**Next Review: October 2017**
Elena Benito	
Approved by KGB	**Next Review:**
November 2017	