



# ICT ACCEPTABLE USE POLICY - PUPILS

## **Rationale**

Information and Communications Technology (ICT) integrates the full range of media through which successful learning takes place: sound, vision, text, images and number. ICT now permeates all aspects of life in a modern technological society and all pupils are entitled to become active participants in its use to enrich their learning.

## **Aims**

1. Pupils should be taught to use ICT and information sources effectively to analyse, process and present information and to model, measure and control external events as required.
2. All pupils should have regular and equal access to a broad and balanced ICT experience across the whole curriculum.
3. Pupils should develop a positive attitude to ICT and develop their ICT capability through both independent and collaborative working.
4. Pupils should develop an understanding of the uses, importance and limitations of ICT in the modern world including the need to avoid undesirable materials.

## **Guidelines**

5. Pupils will be expected to follow the guidelines for acceptable use of ICT:
  - ICT will be included in curriculum planning for all subject areas.
  - All pupils are entitled to a taught ICT input at both Key Stages.
  - All pupils will be encouraged to use ICT outside curriculum time, where ICT is available within school or at home.
  - Training, hardware and software provision will be reviewed each year in line with the school ICT development plans.

- Pupils using the Internet in school will be protected as far as possible from unauthorised access to unsuitable information by the North Yorkshire filtering software.
- School administration files will be protected from unauthorised access.
- Everybody using computers connected to Kettlewell School's Network is allocated a certain amount of file space to store their personal work.

## APPENDIX A

### **ACCEPTABLE PUPIL USE OF NETWORKED COMPUTERS AND THE INTERNET These guidelines outline the terms and conditions on which pupils are given access to the School network.**

1. Pupils at Kettlewell School are allocated a certain amount of file space to store their personal work on the school network. They will be given rights to use certain shared files and other resources. However, users must not store non-curriculum materials (such as videos and music) in school.
2. Pupils must act responsibly when printing work and be economical in their use of paper and ink, proof reading their work and using preview functions to avoid wasted printouts.
3. Pupils must respect the privacy of other users and not attempt to access, modify or copy data or passwords belonging to other users. They must not attempt to install or download software (e.g. music, games or other program files), unless specifically instructed to do so, or interfere with the proper operation of software or hardware on local machines or on the network.
4. Pupils are responsible for safeguarding their password for the system. For security reasons passwords should not be printed, stored on-line or given to others. Pupils are responsible for their login account and must not allow any other user access to resources through their account.
5. The network also provides Internet access. No user should attempt to access unlawful or undesirable materials such as obscene, racist or indecent material. If undesirable material is accessed in error then they should exit from that site and inform a member of staff immediately. Internet access is filtered by North Yorkshire's internet service provider but no filter can be 100% effective and pupils are expected to behave responsibly.
6. Pupils are expected to act responsibly and use the network and Internet for school related work only. For example pupils must not:
  - subscribe to mailing lists
  - take part in online auction sites
  - play online games
  - use web based email addresses
  - visit chat rooms, social networking sites or instant messaging/text sites
  - participate in or respond to chain letters e-mails
  - send feedback to sites or take part in online surveys or questionnaires without the permission of the teacher
  - forward inappropriate emails.
7. ICT equipment such as laptops should not be taken from school.
8. Pupils must respect copyright and must not attempt to pass off the work of others as their own.
9. The School will monitor and record use of the Network to investigate or detect unauthorised use. The School retains the right to intercept, check and delete (where appropriate) all written,

graphic, audio and other materials created, produced, communicated, stored or accessed on school ICT equipment by pupils, including emails.

11. Appropriate disciplinary measures may be taken against any student who does not comply with the above.

### **Use of mobile devices**

The widespread ownership of mobile phones requires that teachers, student, parents, carers and volunteers take the necessary steps to ensure that mobile phones are used responsibly at school.

At Kettlewell School it is recognised and accepted that parents/carers give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school. Excursions, camps and extra-curricular activities may well require that a pupil has a mobile phone to remain contactable. If pupils need to contact their parent/carer during the day they should visit the school office.

### **PUPIL RESPONSIBILITIES**

It is the responsibility of the pupils who bring mobile devices to school to abide by the guidelines set out in this policy.

- Parents/carers should be aware if their child has a mobile device in school and give permission for them to be carrying one.
- Mobile phones are only to be used during the school day with the express permission of a member of staff.
- Pupils are advised to use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other pupils, or if stolen). Passwords/pin numbers must be kept confidential.
- Phones must be switched off/on silent and out of view during school hours. They must not be used for making calls, sending SMS messages (texting), using apps, using instant messaging, surfing the internet, checking the time, taking photos, making videos, using any other inbuilt application or as a calculator during lesson times or between lessons unless express permission is given by the teacher.

Pupils must not use mobile phones to bully or threaten, in particular taking videos or pictures of acts to denigrate and humiliate another student. Mobile phones are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment to their fellow pupils, staff or visitors to the school.

Cyber-bullying is unacceptable and will not be tolerated. It is a criminal offence to use a mobile to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

Pupils must acknowledge that it is a privilege to be permitted to bring mobile phones to school and failure to comply with these guidelines may lead to a curtailment of this privilege. Action may be taken by staff to confiscate any mobile phone if necessary and arrangements be made for its return at the end of the school day.

**The school does not accept any responsibility for the loss, theft or damage of a mobile phone whether in school or whilst travelling to and from school.**

## APPENDIX B

### E-SAFETY RULES

The following e-safety rules help to protect pupils when using the internet. These e-Safety Rules help to protect pupils and the school by describing acceptable and unacceptable computer use.

1. It may be a criminal offence to use a computer or network for a purpose not permitted by the school.
2. Irresponsible use may result in the loss of network or Internet access.
3. Network access must be made via the user's authorised account and password, which must not be given to any other person.
4. All network and Internet use must be appropriate to education.
5. Copyright and intellectual property rights must be respected.
6. Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.
7. The school ICT systems may not be used for private purposes, unless the Headteacher has given specific permission.
8. Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.

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### STUDENT USE OF THE INTERNET FORM

ICT and the Internet is an increasingly important part of daily life and pupils need to use it responsibly. The school encourages parents to discuss this policy with their son/daughter so that they understand what is acceptable. We ask parents and pupils to sign and return the form below as evidence of their acceptance of the school rules on this matter and the use of school computer systems in general.

I have read and discussed with my son/daughter Kettlewell Schools Acceptable Use Guidelines for use of networked computers and the Internet' above. I agree that my son/daughter may use the school ICT network and Internet at school according to the terms of these guidelines.

Signed \_\_\_\_\_ (Student) Form \_\_\_\_\_  
Signed \_\_\_\_\_ (Parent/carer) Date \_\_\_\_\_  
Printed Name \_\_\_\_\_