Acceptable ICT Use and eSafety Policy for Students

Hydesville Tower School, Walsall

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The document is comprised of this cover page and two
sections: Section A:

• Computer Use Agreement for Hydesville Tower School and Internet Safety Rules for all Y1-11 students, including explanatory notes for parents.

Section B:

• Parent and Student Computer Use Agreement Form.

Instructions for Parents

1. Read the Computer Use Agreement and the Internet Safety Rules carefully. If help is needed to understand all the language, or there are any points you would like to discuss with the school, let the school know as soon as possible.
2. Discuss the Internet Safety Rules for Year 1-11 students with your child.
3. Both you and your child should sign the Computer Use Agreement Form and return that page to the school office.
4. Please keep Section A for future reference.

Important terms used in this document:

(a) The abbreviation **'ICT'** in this document refers to the term 'Information and Communication Technologies'.

(b) **'School ICT'** refers to the school's computer network, internet access facilities, computers, and other school ICT equipment/devices as outlined) below.

(c) The term **'ICT equipment/devices'** used in this document, includes but is not limited to,

computers (such as desktops, laptops, PDAs), storage devices (such as USB, CDs, DVDs,

iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile

phones, video and audioplayers/receivers (such as portable CD and DVD players), and

any other, similar technologies as they come into use.

SECTION A – ICT USE AND THE SCHOOL COMMUNITY

Computer Use Agreement in the Internet Safety Programme

The values promoted by Hydesville Tower School include respect for yourself and others in the school community and a commitment to enabling everyone to achieve their personal best in an environment which is physically and emotionally safe. The measures outlined in this document ensure the internet safety of the school is based on these values.

The school's computer network, internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at Hydesville Tower School and to the effective operation of the school. However, it is essential that the school endeavours to ensure the safe use of ICT within the school community.

Internet safety use agreements include information about obligations and responsibilities and the nature of possible consequences associated with breaches of the use agreement which undermine the safety of the school environment. The overall goal of the school in this matter is to help keep the school community safe by creating and maintaining an internet safety culture which is in keeping with the values of the school.

1. **Computer Use Agreements**
   1.1. All staff and students, whether or not they presently make use of school ICT, will be issued with a Computer Use Agreement. Parents are asked to read these pages carefully and return the signed Agreement form in Section B to the school office for filing. A copy of this signed form will be provided on request.
   1.2. Parents are asked to keep the other pages of the Agreement for later reference.
   1.3. The school encourages anyone with a query about the Agreement to contact staff.

2. **Requirements regarding appropriate use of ICT in the school learning environment**
   In order to meet the school's legislative obligation to maintain a safe physical and emotional learning environment, and be consistent with the values of the school:
   2.1. The use of the school's computer network, internet access facilities, computers and other school ICT equipment/devices is limited to educational purposes appropriate to the school environment.
   2.2. The school has the right to monitor, access, and review all the use detailed in 2.1. This includes all emails sent and received on the school's computers and/or network facilities, either during or outside school hours.
   2.3. The use of any privately-owned ICT equipment/devices on the school site, or at any school related activity, must be appropriate to the school environment. Such equipment/devices could include a laptop, desktop, mobile phone, camera, recording device, or portable storage (like a USB or flash memory device). Anyone unsure about whether or not it is appropriate to have a particular device at school or at a school-related activity, or unsure about whether the planned use of a particular device is appropriate should check with their teacher.
   2.4. When using the internet, it may not always be possible for the school to filter or screen all material. However the school will attempt to filter as much dangerous, illegal or inappropriate content as is possible.
   The expectation is that each individual will make responsible use of such systems.

3. **Monitoring by the school**
   3.1. The school has the capacity to monitor traffic and material sent and received using the school's ICT infrastructures. From time to time this may be examined and analysed to help maintain a safe school environment.
   3.2. The school will deploy filtering and/or monitoring software where appropriate to restrict access to certain
   sites and data, including email.
   However, as in 2.4., the expectation is that each individual will be responsible when using ICT.

SECTION A- SAFE ICT USE AT HYDESVILLE TOWER SCHOOL

ICT Safety Rules for all Students

Note for Parents:

The sections below are designed to provide a guide to the rules covered by this Use Agreement, and to help you discuss the rules with your child. Teachers will also go over this section with students.

1. I must have a Use Agreement signed by me and by my parent before I am allowed to use the school ICT equipment.

All students, regardless of age or ability, must have a Use Agreement signed by their parent. Year 4-11 students sign their use agreements along with their parents. Use Agreements are becoming accepted as an essential part of internet safety policy and programmes for schools and other organisations, including businesses.

2. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.

This helps children and young people to take responsibility for their own actions, and seek advice when they are unsure of what to do. It provides an opportunity for the teacher and student to work through an issue and so avoid the student making an unwise decision which could lead to serious consequences. Young children need ongoing guidance to help them become safe and responsible users of ICT.

3. I will follow the internet safety rules, and will not join in if others are being irresponsible.

Unfortunately, along with many benefits, technology has also provided new ways to carry out anti-social activities. Bullying and harassment by text message, for example, is becoming a major problem. Often children become involved in these acts through peer pressure without thinking of the consequences.

4. If I accidentally come across mean, rude or dangerous material, I will tell the teacher straight away, without showing any other students.

Because anyone at all can publish material on the internet, it does contain material which is inappropriate and in some cases illegal. The school has taken a number of steps to prevent this material from being accessed. However, there always remains the possibility that a student may inadvertently stumble across something inappropriate. Encouraging students to tell a teacher immediately if they find something which they suspect may be inappropriate encourages critical thinking and helps children to take responsibility for their actions and keep themselves and others safe.

5. If I am not feeling safe at any time while using the ICT equipment, I will tell the teacher straight away.

Hydesville Tower School strives to create a safe and secure learning environment for all members of the school community. Examples of situations involving the use of ICT which might cause a child to feel unsafe could include: contact being made by a stranger through email or text message, the presence of 'scary' images on a computer screen, and/or misconduct by other students. Staff need

to be made aware of such situations as soon as they occur to ensure the school can respond immediately.

6. If I am sharing a computer with someone else, I share the responsibility for how it is used. If there is a problem, I will tell the teacher immediately.

Students often work together at a single computer. Any misuse of the computer can be traced back to whoever was logged on at the time. It is important that your child takes responsibility for sensible use of the computer at all times, and tells the teacher if there is any concern.

7. I will check with the teacher before giving anyone information about myself or others when using the internet or a mobile phone – this includes home and email addresses and phone numbers.

This reduces the risk of your child, or other children being contacted by someone who wishes to upset or harm them or use their identity for purposes which might compromise their privacy.

8. I will not be careless, try to damage, or steal any school ICT equipment.

9. I will not try to stop the network or any other equipment from working properly.

10. If I accidentally break something, or I find it broken when I start to use it, I will tell a teacher straight away.

11. I will not print anything without the permission of the teacher.

12. I will not try to change screensavers, desktop backgrounds, themes or hardware settings.

13. I will not download any files such as music, videos, or programmes without the permission of the teacher, even if they are for school work. If I am unsure, I will ask the teacher first.

Many files available on the internet are covered by copyright, and although they can be easily downloaded, it may be illegal to do so. Sometimes even innocent-looking files may contain malicious content such as viruses, or spyware. Some files may contain inappropriate or illegal material.

14. I must have a letter from home, and permission from school, before bringing any disk or other ICT device from home, unless it is part of my normal school equipment. If I am given permission, then I must use that ICT sensibly.

The devices referred to in this rule may include flash memory devices, iPods, MP3 players or mobile phones. Any students bringing such devices from home are asked to use them sensibly. This applies to the school site and any school-related activity.

15. I will ask the teacher to check any disk or ICT device (including all disks, memory storage devices, media players, cameras and mobile phones) I bring from home, before I use it with school equipment.

This rule is designed to protect the school's online security and equipment from viruses which can easily be transferred using disks or other storage devices such as USB sticks or memory cards. If your child is using a disk or other device to transfer work between home and school, it should be freshly formatted, or 'blank', before use. This may also stop any of your own personal material from finding its way onto the school's equipment. Even though every effort is made to keep school equipment virus-free, you should scan your child's disk or device for viruses before they use it again with your home computer.

16. I will not bring software or games from outside school to use on school equipment.

Installing software from home may cause conflicts with the software installed by the school. Our school must also abide by any licensing requirements included within the software. This means that unless the school has purchased a copy, it will not usually be legally entitled to install the software.

17. I will acknowledge where work has come from if I have copied it from somewhere.

The internet has allowed easy access to a huge range of information which can be incorporated into students' work by simply cutting and pasting. Most of this material is copyrighted, and thus involves intellectual property issues. The value to students' learning is questionable if they have not thought through this information themselves.

18. I will not use the internet, mobile phones or any other ICT equipment to be mean, rude, offensive, or to harass any members of the school community like students and staff, while enrolled in the school.

The basic principles of politeness and respect extend to the use of ICT.

You might like to take this opportunity to have a discussion with your child about their general use of ICT whether in or out of school. It helps keep children safe if they understand that many of these rules should be followed regardless of whose ICT equipment they are using, where they are (for example at home, at school, or at a friend's house), or who they are with.

Mobiles Phones at School

There is a separate policy for the use of mobile phones by students.

SECTION B – HYDESVILLE TOWER SCHOOL COMPUTER USE AGREEMENT

To the Student and Parent

1. Please read this page carefully as it includes information about your responsibilities under this agreement.
2. Complete and sign the appropriate section.
3. Detach and return this section to the school office.
4. Keep **Section A** for your future reference.

Hydesville Tower School will:

- do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the internet or school ICT equipment/devices at school or at school related activities.
- work with children and their families to encourage and develop an understanding of the importance of internet safety through education designed to complement and support the Computer Use Agreement. This includes providing children with strategies to help keep themselves safe on the internet.
- keep a copy of this signed use agreement form on file.
- respond to any breaches in an appropriate manner.
- welcome enquiries from parents or students about internet safety issues.
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Student's section (Students of Years 4 – 11 to sign)

My responsibilities include:

- **I will read** this Computer Use Agreement document carefully with my parent.
- **I will follow** the internet safety rules and instructions whenever I use school ICT.
- **I will have no involvement** in use of ICT which could put me or other members of the school community at risk.
- **I will be respectful** of other students and staff when I use the internet outside of school.
- **I will take proper care** when using computers and other school ICT equipment.
- **I will keep** Section A of this document somewhere safe so I can read it again later.
- **I will ask** my teacher or my parents if I am not sure about something to do with this Agreement. I have read and understand my responsibilities and agree to follow the Computer Use Agreement. I know that if I breach this use agreement there may be serious consequences.

Name of student: .... **Class:** ....

Signature: .... **Date:** ....

Section for All Parents of the School to sign

My responsibilities include:

- **I will read** this Computer Use Agreement document and discuss the rules with my child
- **I will ensure** this Agreement is signed by me and my child and returned to the school.
- **I will support** the school's internet safety programme by encouraging my child to follow the internet safety rules and to always ask the teacher if they are unsure about any use of ICT
- **I will contact** the Head or other staff to discuss any aspect of this Use Agreement which I might want to learn more about. I know I am welcome to do this at any time.

I have read this Computer Use Agreement and am aware of the school's initiatives to maintain a safe learning environment and the responsibilities involved.

Name of Parent: ....

Signature: .... **Date:** ....