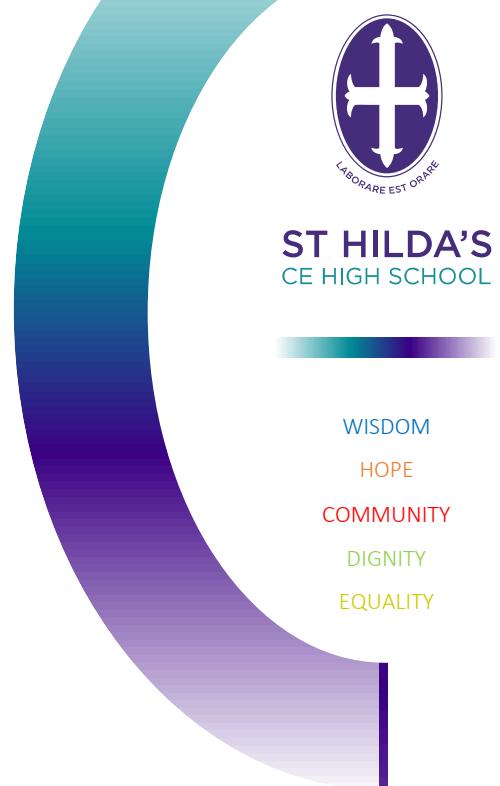


Parent/Carers' and Students' ICT Acceptable Use Policy Agreement

Blended Learning Update



Date Policy prepared: November 2020

Date agreed and ratified by governing body: 26th November 2020

Policy reviewed by: JC

Date for next review: September 2021
(unless required sooner due to legislation change)

VALUE		THE POLICY		
Wisdom	Hope	Community	Dignity	Equality
<p>This policy is designed to develop excellent standards in the education, care and protection of vulnerable people in all that we do.</p>				
<p>To create an ethos and educational environment that is person centred and has the views and needs of the child/young person at its heart along with their families/carers.</p>				
<p>To encourage a strong focus on high aspirations and on improving outcomes for children and young people with SEND which will enable them to succeed in their education and make a successful transition into adulthood.</p>				
<p>The guiding principle of the policy is to treat each other fairly and reasonably, with respect and courtesy at all times, no matter what the circumstances, consistent with our school values.</p>				

Students' ICT Acceptable Use Policy Agreement

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 students will have good access to ICT to enhance their learning and will, in return, expect the students 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, email and other digital communications.
- I will not share my username or password, 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.
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- 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 not use the school ICT systems for on-line gambling, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.
- I will not steal, disable or cause any damage to school equipment, or the equipment belonging to others.

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 personal hand held/external devices (mobile phones/USB devices, etc.) in school if I have permission. I understand that, if I do use my own devices in 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 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 only use chat and social networking 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 I 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.

Blended and home learning

- I understand and agree that I am not permitted to share recorded videos/lessons made by teachers or images of teachers within or outside of St Hilda's.
- I understand and agree that I should think carefully about what is acceptable language and appropriate with regards to what I type and post on Microsoft Teams Chat.
- I understand and agree that I should only use Teams for posts, chats and meetings during school hours and not at inappropriate times of day or night.
- I understand and agree that I should think carefully about what is acceptable language and appropriate behaviour with regards to what I say and do during Microsoft Teams meetings/lessons.
- I understand and agree that I must hang up at the end of the Microsoft Teams lesson/meeting once instructed to do so. The teacher must be the last person in the meeting to hang up.

Our expectations when students are learning at home

- We expect the same high standards of behaviour in remote lessons as we would in school.
- You are expected to attend all remote lessons on time. A register will be taken and parents informed if you do not attend. Wait in the lobby 5 minutes prior to the set start time. Teachers may decide not to admit you if you are late.
- Do not turn on your camera or microphone unless asked to do so.
- Use the raise hand button to ask for help.
- Your teacher may ask you to respond to questions; speak clearly and try to get involved.
- Your posts on screen are saved every lesson. You cannot delete them. Comments you write have your name on them.
- If anyone fails to follow these simple rules and not maintain our high standards there will be severe consequences.

Data collected by school, from student use of ICT, will be in line with GDPR.

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 in school (when allowed) e.g. mobile phones, tablets, cameras etc.
- I use my own equipment out of school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, remote access, website etc.

* Sign here to acknowledge that you have read and agree to the terms of the Students' ICT Acceptable Use Policy.

Student signature

Parents/Carers' ICT Acceptable Use Policy Agreement

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;
- that parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behavior.

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

As the parent/carer of the student, I give permission for I to have access to the internet and to ICT systems at school.

I know that I has read and agreed to the Students' ICT Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of ICT – 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 I use the internet and ICT 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.

I understand that I's activity on the ICT systems will be monitored and that the school will contact me if it has concerns about any possible breaches of the Acceptable Use Policy.

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

Data collected by school will comply with GDPR.

Blended Learning Update

- I understand and agree that my child is not permitted to share recorded videos/lessons made by teachers within or outside of St Hilda's.
- I understand and agree that my child should think carefully about what is acceptable language and appropriate with regards to what they type and post on Microsoft Teams Chat.
- I understand and agree that my child should only use Teams for posts, chats and meetings during school hours and not at inappropriate times of day or night.
- I understand and agree that my child should think carefully about what is acceptable language and appropriate behaviour with regards to what they say and do during Microsoft Teams meetings/lessons.
- I understand and agree that my child must hang up at the end of the Microsoft Teams lesson/meeting once instructed to do so. The teacher must be the last person in the meeting to hang up.
- I will not join any live lessons from school that my child is attending remotely as this contravenes the school's safeguarding policy.

I agree to support the school in their expectations outlined below:

Our expectations when students are learning at home

- We expect the same high standards of behaviour in remote lessons as we would in school.
- You are expected to attend all remote lessons on time. A register will be taken and parents informed if you do not attend.
- Do not turn on your camera or microphone unless asked to do so.
- Use the raise hand button to ask for help.
- You must not share recorded lessons made by teachers within or outside of St Hilda's.
- Your teacher may ask you to respond to questions; speak clearly and try to get involved.
- Your posts on screen are saved every lesson. You cannot delete them. Comments you write have your name on them.
- If anyone fails to follow these simple rules and not maintain our high standards there will be severe consequences.

* Sign here to acknowledge that you have read and agree to the terms of the Parents/Carers' ICT Acceptable Use Policy.

Parent/Carer signature

