

MAIDSTONE GRAMMAR SCHOOL



PUPIL (ICT) ACCEPTABLE USE POLICY 2019

HEADMASTER

Mr M Tomkins

**SENIOR LEADER I/C ICT
(Racial Incident Monitoring Officer)**

Bursar

LINK GOVERNOR (e-Safety):

Mr John Hoadly

Executive Summary:

This policy sets out the acceptable use standards expected and restrictions applying to pupils who use or access the school's information systems.

Introduction

At Maidstone Grammar School, we want to ensure that all members of our community are safe and responsible users of technology.

We will support pupils to...

- Become empowered and responsible digital creators and users
- Use our school resources and technology safely, carefully and responsibly
- Be kind online and help us to create a school community that is respectful and caring, on and offline
- Be safe and be sensible online and always know that you can talk to a trusted adult if you need help

These Rules help to protect pupils and the school by describing acceptable computer use.

The school will exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Users of the ICT Systems at Maidstone Grammar School should be aware of and abide by the following:

- I know that school computers and Internet access have been provided to help me with my learning and that use of other technology may not be allowed. If I'm not sure if something is allowed then I will ask a member of staff
- I know that my use of school computers/devices and Internet access will be monitored
- I will keep my password safe and private as my privacy, school work and safety must be protected
- I will write emails and online messages carefully and politely as I know they could be forwarded or seen by someone I did not intend
- I know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place, with a trusted adult present
- I know that bullying in any form (on and off line) is not tolerated and I know that technology should not be used for harassment
- I will not deliberately upload, distribute or send any images, video, sounds, text or email that could upset, threaten the safety of or offend any member of the school community
- I understand that it may be a criminal offence or breach of the school policy to download or share inappropriate pictures, videos or other material online. I also understand that it is against the law to take, save, print or send indecent images of anyone under the age of 18
- I will protect my personal information online at all times
- I will not access or change other people's files, accounts or information
- I will only upload appropriate pictures or videos of others online and when I have permission
- I understand that if I bring a personal mobile device into school it must be switched off and out of sight at all times during the school. If I fail to comply with this expectation then staff may confiscate my device and require a parent to collect it.
- I understand that pupils are not permitted to bring personal laptops for use in school.
- I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources
- I will always check that any information I use online is reliable and accurate

- I will make sure that my internet use is safe and legal and I am aware that online actions have offline consequences
- I will not attempt to change the settings on any computer, screen, projector or IT system in school
- I know that use of the school's ICT system for personal financial gain, gambling, political purposes or advertising is not allowed
- I understand that the school's Internet filter is there to protect me and I will not try to bypass it.
- I know that if the school suspect that I am behaving inappropriately with technology then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices
- I know that if I do not follow this AUP then access to the school's systems may be suspended or revoked and/or other school sanctions applied.
- If I am aware of anyone trying to misuse technology then I will report it to a member of staff
- I will speak to an adult I trust if something happens to either myself or another pupil which makes me feel worried, scared or uncomfortable
- I will visit www.thinkuknow.co.uk www.childnet.com and www.childline.org.uk to find out more about keeping safe online
- I have read and talked about these rules with my parents/carers

Please sign the Pupil Acceptable Use Policy Acknowledgement in the Admissions Forms Booklet



Parent/Carers/Pupil Acceptable Use Policy Acknowledgement

- We have read and discussed the Acceptable Use Policy (attached) together
- I know that my child will receive online safety (e-Safety) education to help them understand the importance of safe use of technology and the internet, both in and out of school.
- I know that the school will send out e-safety updates during my child's time at the school.
- We are aware that any internet and computer use using school equipment may be monitored for safety and security reasons and to safeguard both pupils and the school's systems. This monitoring will take place in accordance with data protection and human rights legislation.
- We understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but we appreciate that this is a difficult task.
- I understand that if the school has any concerns about my child's safety online, either at school or at home, then I will be contacted
- I understand that if my child does not abide by the school Acceptable Use Policy then sanctions will be applied in line with the schools behaviour and anti-bullying policy If the school believes that my child has committed a criminal offence then the Police will be contacted
- I, together with my child, will support the school's approach to online safety (e-Safety) and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community
- I know that I can speak to the school Online Safety (e-Safety) Coordinator (Mrs H Cook), my child's teacher or the Headmaster if I have any concerns about online safety (e-Safety)
- I understand that if my child misuses a personal mobile device during the school day then it will be removed by staff and I may be required to collect it from the reception.
- I will visit the school [website](#) for more information about the school's approach to online safety as well as to access useful links to support both myself and my child in keeping safe online at home
- We will visit www.thinkuknow.co.uk/parents, www.nspcc.org.uk/onlinesafety, www.internetmatters.org www.saferinternet.org.uk and www.childnet.com for more information about keeping ourselves safe online
- I will support the school and my child by role modelling safe and positive online behaviour (such as sharing images, text and video responsibly) and by discussing online safety with them when they access technology at home

We have read the Students' Acceptable Use Policy, and agree to abide by the conditions therein.

Student's Name..... Student's Signature.....

Parent's Name.....Parent's Signature.....

Class..... Date.....

Dear Parent/Carer/Pupil

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Your child will have the opportunity to access a wide range of information and communication technology (ICT) resources. This includes (but not limited to) accessing:

- Computers, laptops and other digital devices
- Internet which may include search engines, general and educational websites
- School learning platform/intranet
- Email
- Digital cameras, web cams and video cameras
- Recorders and Dictaphones
- Mobile Phones and Smartphone's

Maidstone Grammar School recognise the essential and important contribution that technology plays in promoting children's learning and development and offers a fantastic range of positive activities and experiences. However, we also recognise there are potential risks involved when using online technology and therefore have developed online safety (e-Safety) policies and procedures alongside the schools safeguarding measures.

The school takes responsibility for your child's online safety very seriously and, as such, we ensure that pupils are educated about safe use of technology and will take every reasonable precaution to ensure that pupils cannot access inappropriate materials whilst using school equipment. However, no system can be guaranteed to be 100% safe and the school cannot be held responsible for the content of materials accessed through the internet and the school is not liable for any damages arising from use of the school's internet and ICT facilities. Full details of the school's Acceptable Use Policy and online safety (e-Safety) policy are available on the [school website](#) or on request.

We request that all parents/carers support the school's approach to online safety (e-Safety) by role modelling safe and positive online behaviour for their child and by discussing online safety with them whenever they access technology at home. Parents/carers can visit the [school website](#) for more information about the school's approach to online safety as well as to access useful links to support both you and your child in keeping safe online at home. Parents/carers may also like to visit www.thinkuknow.co.uk, www.childnet.com, www.nspcc.org.uk/onlinesafety, www.saferinternet.org.uk and www.internetmatters.org for more information about keeping children safe online.

Whilst the school monitors and manages technology use in school, we believe that children themselves have an important role in developing responsible online behaviours. To support the school in developing your child's knowledge and understanding about online safety, we request that you read the Acceptable Use Policy with your child and that you and your child discuss the content and return the acknowledgment sheet. Hopefully, you will also find this Acceptable Use Policy provides you with an opportunity for conversations between you and your child about safe and appropriate use of online technology, both at school and at home.

It is important to say that ICT and Internet use is an everyday occurrence and essential for every child's education. Parents/carers who wish to deny access to the internet for their child should arrange an appointment to see their head of house to discuss the implications and difficulties this would cause to our curriculum delivery and your child's education.

Should you have any worries about online safety then you can speak with any member of staff or you can also access support through the Student Services Department.

Yours sincerely

M Tomkins
Headmaster