

Tudor Park Education Trust Policy for:	Use of ICT and Internet by Students
Person(s) responsible for updating the policy:	Chief Executive Officer
Date Approved:	Board of Directors on 7 July 2016
Date of Review:	Every 3 years
Status:	Non Statutory

Tudor Park Education Trust oversees this policy but the local governing body of each academy or school within the Trust is responsible for the implementation of the policy.

This policy should be read in conjunction with the following policies:

- Behaviour Policy
- E-safety.
- Safeguarding and Child Protection Policy

Background

Information and Communications Technology (ICT) prepares pupils for a rapidly changing world in which many activities are transformed by access to a varied and constantly changing and developing technology.

ICT is a vital tool in the process of teaching and learning. Pupils use ICT tools to find and process information. This needs to be done responsibly, creatively and with discrimination. Pupils learn how to employ ICT to enable rapid access to ideas and experiences from a wide range of sources. All staff and pupils need to become confident users of ICT so that they can develop the skills, knowledge and understanding, which enables them to use appropriate ICT resources effectively as powerful tools for teaching and learning.

The internet provides children and young people with a wealth of opportunities for their entertainment, communication and education. But there are also risks of harm through the deliberate behaviour of others online, and through exposure to inappropriate content.

Introduction

This policy is in place for use of these ICT facilities by pupils. There is a separate policy for use by staff.

All pupils have a login name, password and a Google email account. There are shared ICT Labs across the school.

The school will be responsible for ensuring that the school infrastructure/network is as safe and secure as is reasonably possible and that:

- Pupils can only access data to which they have right of access.
- No pupil should be able to access another's files without permission.
- Access to personal data is securely controlled in line with the school's personal data policy.
- Logs are maintained of access by pupils and of their actions while users of the system.

The internet provides children and young people with a wealth of opportunities for their entertainment, communication and education. But there are also risks of harm through the deliberate behaviour of others online, and through exposure to inappropriate content. Tudor Park Education Trust has procedures in place to safeguard all learners from unlawful, sexual or otherwise potentially harmful content on the internet. Information on internet safety and the importance of monitoring internet use at home is made available to all parents.

Objectives and targets

The objective of this policy is to develop an appropriate code of practice for use of ICT by pupils at Tudor Park Education Trust.

Action plan

The following code of practice must be adhered to by all pupils. All pupils, including visiting pupils must sign the ICT: Pupil acceptable usage agreement (see appendix 1).

Rights of access – pupils

A safe and secure username/password system is essential and will apply to all school ICT systems, including email.

All passwords are generated by the network manager/ICT technical support staff and are unique to each pupil. Passwords can be reset by the user, teacher or by the ICT technical team. All pupils will have clearly defined access rights to school ICT systems. Details of the access rights available to groups of users will be recorded by the network manager. In the event of a serious security incident, the police may request, and will be allowed access to, passwords used for encryption.

ICT code of practice – pupils

The facilities are provided to support and enhance curriculum-related activities. Each pupil will be issued with his/her own username and password, which must be kept confidential. Pupils must log off when they have finished using the computer. It is good practice to change passwords regularly.

The pupil's school email address must always be used for all school-related activity. Personal emails must not be used for any school-based activity.

The use of another person's user name and password, abusive language, sending abusive messages and changing computer settings are all serious offences.

Pupils must not copy, alter, print or change another pupil's work in any shape or form without the person's prior knowledge and consent. Please note that copyright regulations apply to electronic publications as they do to paper.

Pupils must use the internet and printing facilities only to support their school work.

Emails are not confidential and may be unintentionally disclosed. We must, therefore, guard against any abuse which will bring the school into disrepute.

Pupils must not disclose to anyone on the internet their home address, telephone number, the name of the school or a photograph of themselves. Nor should they ever arrange to meet anyone unless this is part of a school project approved by their teacher.

Pupils must never pretend to be anything or anyone that they are not and must be aware that the posting of anonymous messages is forbidden. The posting of hate messages and bullying can be investigated by the police.

Pupils must not engage with internet chatrooms.

If a pupil sees something which makes her/him feel worried or uncomfortable, she/he should report it immediately to a member of staff and never respond to bullying, suggestive or unpleasant emails or blog entries.

Pupils must not send abusive email, chain email, excessive quantities or excessive sized emails. Nor must they use email to send or encourage material that is pornographic, illegal, offensive or invades another's privacy.

Pupils must not vandalise the system by:

- Physical damage.
- Changing configuration or cabling.
- Hacking of the school or external systems.
- Changing the contents of the hard disks.
- Downloading or installing software onto the network, unless written as part of an approved school computer project and with the teacher's permission.
- Bringing food and drink into computer areas or in the vicinity of classroom computers because spillages can cause serious damage to electronic equipment.



Serious offences and other inappropriate use of ICT facilities will result sanctions that will follow the school's behaviour policy and may include: a ban from the network pending investigation, a letter home informing parents, financial penalty to recover money in cases of vandalism.

Monitoring and evaluation

The policy will be monitored and evaluated regularly taking into account any incidents which occur or technological developments which might need a change in the policy.

APPENDIX 1

ICT: Pupil acceptable computer usage agreement

Pupil acceptable computer usage agreement

Access to the school network and internet is provided for you to carry out recognised schoolwork. This provision will only be made on the understanding that you agree to follow these guidelines.

- Computer (file) storage areas are treated as school property. ICT staff may look at files and communications to ensure that the system is being used responsibly. I do not expect my work and emails to be private.
- I am aware that a member of the ICT staff could view my computer screen, from the school network, without my knowledge, at any time.
- I understand that I am responsible for good behaviour and that general school rules apply whilst using the computers.
- I understand that eating and drinking are strictly prohibited in computer rooms.
- I will not reveal my password to anyone. If I think someone knows my password, I will change it.
- I will not use another person's password to access any computer.
- I understand that I must not install or download programs on a computer.
- I understand that the use of the internet is a privilege and provided for pupils to conduct genuine research and communicate with others.
- I understand that all the internet sites that I visit are recorded.
- I understand that I must not download any files without permission.
- I understand that I must not attempt to access websites that have been blocked by the schools web filter.
- I understand that I must only use the email account provided for me by the school when at school and communicating with teachers.
- I understand that I must not use obscene or offensive language. I will remember that communication should be polite to maintain the good reputation of the school.
- I understand that I must not seek out any offensive material.
- I understand that I must not violate copyright laws. (Never copy and make use of any material without giving credit to the author. Copyright, Designs & Patents Act 1988). If I am unsure then I will ask a member of staff for advice.

Sanctions

- I understand that violations of the above rules will result in the suspension of my account and further action being taken in line with the schools behaviour policy.
- I understand that I am always subjected to the Data Protection Act 1998, Computer Misuse Act 1990 and Copyright, Designs and Patents Act 1988.

The School reserves the right to seek remuneration from parents of pupils who cause malicious damage to ICT equipment.

During lessons, teachers will guide pupils toward appropriate materials. However, outside lessons, families bear this responsibility.

We agree to the terms and conditions of the ICT: Pupil acceptable computer usage agreement.

Name of pupil:..... Date:

Pupil's signature:..... Date:

Parent/Carer's signature: Date: