



ICT and Internet Acceptable Use Policy

Introduction / Outline

Sir Thomas Fremantle School ICT and Internet Acceptable Use agreement has been drawn up to protect all parties (students, staff and the school) where ICT equipment is in use. As a school we will utilise tablet computers and other hand held electronic devices to access the internet, shared learning resources and email. It is important therefore that students are aware of the risks posed by this and are able to respond to these risks appropriately. We are committed to encouraging all students to become safe and responsible users of the internet. All students will receive advice and training on safe and acceptable internet use and will be taken through this policy within form time on entry to school.

Advice will also be available to parents through online guides and through an annual safer internet awareness training session in school. Non-attendance at such an event does not remove responsibility of parents or students for adherence to this policy.

It should be noted that this policy specifically covers acceptable use of these devices in and out of school to the extent that this use impacts on the school and the staff and students of the school.

Users requesting ICT and internet access should read and sign a copy of this Acceptable Use agreement and return it to their form tutor.

The school reserves the right to examine or delete any files that may be held on its computer system, on any tablet computers owned by the school or one owned by students and used in school and also to monitor internet sites visited and email sent or received. This right extends to monitoring the use of tablet computers issued by and/or owned by the school any emails sent in and out of school.

Users are responsible for all emails sent and for contacts made that may result in email being received. As email can be forwarded or inadvertently sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media.

School email addresses will be allocated to individual users. However, they do not contain the user's full name. All emails passing through the school computer system are monitored by

system administrators for malicious and/or offensive content, in addition to unsuitable text and images.

The use of devices for bullying will not be tolerated. This is covered extensively in our anti-bullying and bullying and harassment of staff policies.

Aims of the agreement

To allow all users to safely access and use computers, internet and email for educational, research and responsible social communication purposes.

Educational activities can cover:

- individual research
- preparation of lessons
- project work
- controlled assessment tasks
- homework assignments
- private study
- communicating with other teachers and students
- accessing and posting resources on school Facebook, twitter or YouTube channels

Additionally, this policy will:

- Provide a mechanism by which staff and students are protected from sites, information and individuals which could undermine the principles and aims of the school.
- Provide rules which are consistent, and in agreement with, the Data Protection Act.
- Provide rules which are consistent with the acceptable procedures commonly used on the internet, including those associated with “netiquette”.
- Provide a framework for a safe, non-threatening ICT environment within school and (as far as possible) beyond the school gate.
- Ensure that all use of ICT in and out of school complies with the school’s policies on bullying and harassment.

Acceptable Use

You will need to obtain the permission of your parent(s) / guardian(s) to be allowed to use the computer, internet and email facilities on the Sir Thomas Fremantle School site or to have use of any school owned tablet computer at school or at home.

You must only access those services you have been given permission to use.

You must not access any school-based ICT service without permission from a member of staff.

You may not use proxy servers to access any internet sites or other resources you would not otherwise have access to through the school network.

Work or activity on the internet and/or computers should generally be **directly related** to your school work.

Do not disclose any password or username you have been given, to anyone.

Do not give out personal addresses, telephone/fax numbers or email addresses of any person at Sir Thomas Fremantle School.

Use of names or photographs of anybody at Sir Thomas Fremantle School will require written permission from parent(s) / guardian(s) or staff concerned.

Do not download, use or upload any material which is copyrighted. Always seek permission from the owner before using any material from the internet. If in doubt, or you cannot obtain permission, do not use the material. Students must also not plagiarize work.

Under no circumstances should you view, upload or download any material which is likely to be unsuitable for students or schools. This applies to any material of a violent, dangerous, racist or inappropriate sexual nature. If you are not sure about the suitability of any material, you must ask a member of staff.

Always respect the privacy of files of other users. Do not enter the file areas of other students or staff without obtaining permission from them first. All computer accounts (usernames and passwords) are for the use of a single individual, the person for whom the account was approved. All actions when an account is in use are the responsibility of the account holder.

Be polite and appreciate that other users might have different views than your own. The use of strong language, swearing or aggressive behaviour is not allowed. Do not state anything which could be interpreted as libel (untrue or misrepresents the facts).

Use of school facilities to gain unauthorised access to any other account, at this school or any other facility, is expressly prohibited. Doing so may constitute a criminal offence.

Whilst the school employs sophisticated web filtering software, should you inadvertently access any information or images, you are asked to inform a member of staff immediately in order that the site can be blocked.

Sir Thomas Fremantle School has the authority to disable users, email facilities and internet access immediately, without warning, for failure to comply with this policy.

Sir Thomas Fremantle school take bullying and harassment of staff and students very seriously. Where such behaviour occurs through the use of mobile technology, in or out of school, action will be taken as outlined in our climate for learning, anti-bullying and bullying and harassment of staff policies. Where appropriate, incidents may be referred to the police.

All users have a duty to report infringements of this policy by others to a member of staff

Note: *The school must be strict in these matters to ensure that any user breaching this agreement is prevented from bringing the school into disrepute and to ensure that the integrity of the school is maintained.*

Failure to comply with these rules may result in one or more of the following:

A ban, temporary or permanent, on the use of computers including tablet computers, the internet and/or email facilities at school.

A letter informing your parents of the nature and breach of rules.

Withdrawal of any permission to take a school owned tablet computer out of school.

Appropriate sanctions and restrictions placed on access to school facilities to be decided by subject teacher, subject leader, Headteacher or Senior Leadership Team.

Any other action decided by the Governing Body of Sir Thomas Fremantle School.

Please be aware that where computer misuse gives serious cause for concern, the school may refer to the Police or Local Authorities for additional guidance.

If you do not understand any part of this Acceptable Use Policy, you must you should discuss this with your Form Tutor or other member of staff.

Linked Policies:

- Climate for Learning
- Detention
- Anti-bullying
- Bullying and harassment of staff
- Home-school agreement
- Child protection & safeguarding policy
- HHED Policy

Agreed by the Full Governing body

Signed by: Chair of Governors

Date

Signed by: Mr D J Lyon; Headmaster

Date

ICT Equipment, Internet & Email Permission Form



PLEASE COMPLETE AND RETURN TO YOUR FORM TUTOR

Student

As a school user of the computers, internet & email facilities, I agree to comply with the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school. I have read the Acceptable Use agreement and understand that if I contravene it, disciplinary action may be taken against me. I understand that I must sign this if I wish to bring my mobile phone into school and to use any tablet computer in school.

Student's name:	Form:
Student's signature:	Date:

Parent

As the parent or legal guardian of the pupil signing above, I grant permission for my son or daughter to use the computers, email and the internet. I understand that students will be held accountable for their own actions. I also understand that some material on the internet may be objectionable and I accept responsibility for setting standards for my son or daughter to follow when selecting, sharing and exploring information and media.

Parent's name:	Parent's signature:
Date:	

If you **DO NOT** want your son/daughter to use our computers, internet & email facilities, please sign below. Please note that this agreement must be signed for a student to be permitted to bring their own mobile phone into school or to use a tablet computer in school.

Parent's name:	Parent's signature:
Date:	

School/Staff Use Only

Agreement received on:	Form tutor signature:
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