

Policy adopted: May 2018  
Policy reviewed: June 2019  
Review date: June 2020  
Designated SLT Link: Dominic Salmon  
Archway School has a duty to monitor the operation and effectiveness of policies. Designated authority: Governors' Curriculum Committee



## Internet and Computer Usage Policy - Student

### **Aims**

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These 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.

### **Principles**

We will do our utmost ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

We will:

- Keep a record of all staff and students acceptances to the "Acceptable Use Policy Agreement"
- Keep an electronic record of all potential data breaches (held by the IT Manager).
- Report the number and nature of potential data breaches annually to the Governors Finance and Staffing Committee.

This policy should be read in conjunction with the documents named below.

Archway School has a duty to monitor effectiveness of this policy. The operation and effectiveness of the policy will be monitored by the Governors' Curriculum Committee annually.

### **Responsibilities**

Headteacher  
Senior Leadership Team  
Governors  
Heads of Department and Key Stage  
All teaching and support staff  
All students and their parents

### **Further References**

Behaviour Policy  
Safeguarding Policy  
Internet and Computer Usage Policy – Staff, Other Adults & Volunteers  
Home/School Agreement  
Equalities Policy  
Smoothwall  
Computer Misuse Act 1990  
Data Protection Policy

# Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

## **For my own personal safety:**

- I understand that the school will monitor my use of the systems, devices and digital communications
- I will keep my username and password safe and secure - I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it
- I will be aware of "stranger danger", when I am communicating online
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- If I arrange to meet people offline that I have communicated with online, 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 online

## **I understand that everyone has equal rights to use technology as a resource and:**

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work
- I will not use the school systems or devices for on-line gaming, on-line gambling, or internet shopping
- I will not use the school systems or devices for file sharing or video broadcasting unless I have permission of a member of staff to do so

## **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 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 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 hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings
- I will only use social media 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

#### **Proxy servers**

- I will not access to any proxy server sites

#### **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 they 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 C3 detentions, or C4 internal/ external exclusions/loss of access to the school network/internet, contact with parents and in the event of illegal activities involvement of the police

#### **Social Media**

- The widespread availability and use of social media and social networking applications bring opportunities to understand, engage and communicate with audiences in new and exciting ways. It is important that we are able to use these technologies and services effectively and safely through establishing clear and robust acceptable user guidelines. The use of social media has implications for our duty to safeguard young children
- I understand that social network sites should not be accessed/used within school

#### **Mobile phones and electronic devices**

- I understand that if I bring a mobile phone or electronic device into school that it should be switched off and out of sight at all times in the school buildings and in, and on the way to, lessons
- I understand that Archway School accepts no responsibility for loss or damage to mobile phones or electronic devices which are brought into school or school grounds
- I understand that if my parents need to contact me urgently during the school day, this can be done through Student Services

## Internet & Computer Use Policy Acceptance Form

# Archway School

## Internet & Computer Use Policy

Please complete, sign and return to ICT Services

**Name:**

**Date of Birth:**

### Student's Agreement

I have read and I understand the school Rules for Internet & Computer Usage Policy. I will use the computer system and Internet in a responsible way and obey these rules at all times.

**Signed:**

**Date:**