PUPIL IT ACCEPTABLE USE AGREEMENT POLICY SENIOR SCHOOL

Policy owner: Designated Safeguarding Lead
Governor Committee: Education
Policy Summary Statement: This policy is the responsibility of the Senior School DSL, with oversight from the Director of IT, Online Safety Lead and Head of Digital Learning.

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PUPIL IT ACCEPTABLE USE AGREEMENT POLICY (SENIOR SCHOOL)

INTRODUCTION

Overview

This Policy is addressed to all pupils and parents are asked to read it with their son/daughter at the start of the academic year. The School welcomes the participation of parents to help the School safeguard and promote the welfare of pupils and to help pupils take responsibility for their own safe use of technology. This policy applies to the use of technology on School premises. It also applies to the use of technology off School premises if the use involves pupils or any member of the School community or where the culture or reputation of the School are put at risk.

Aims

This acceptable use policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications 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 users at risk.
- that staff are protected from potential risk in their use of technology in their everyday work.

The School will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for learning and will, in return, expect staff and volunteers to agree to be responsible users.

Technology

This policy relates to all technology, computing and communications devices, network hardware and software and services and applications associated with them (together referred to as technology) including:

- the internet
- email
- mobile phones and smartphones
- smart watches / wearable technology
- desktops, laptops, netbooks, tablets/phablets, personal music players, other photographic or electronic equipment e.g. Go Pro devices
- devices with the capability for recording and/or storing still or moving images. social networking, micro-blogging, and other interactive web sites
- instant messaging, chat rooms, blogs and message boards
- webcams, video hosting and gaming sites
- virtual learning environments
- Interactive Boards/screens (IWBs/ IFPs)

Related School Policies

This policy should be read in conjunction with:

- Anti-Bullying Policy
- Anti-Cyber Bullying Policy
- Behaviour and Discipline Policy
- Equal Opportunities for Pupils Policy

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- Online Safety Policy
- Pupil Code of Conduct
- Pupil Concerns Policy
- Safeguarding and Child Protection Policy
- PSHE Policy
- AI Policy

This policy has regard to the following guidance and advice:

- Keeping Children Safe in Education 2023
- Preventing and Tackling Bullying (DfE July 2017)
- Sharing nudes and semi nudes: advice for education settings (UKCIS December 2020)
- Relationships education, relationships and sex education and health education guidance (DfE September 2021)
- Searching, screening and confiscation: advice for schools (DfE July 2022)
- Teaching online safety in school (DfE Jan 2023)
- National Cyber Security Centre (NCSC): Cyber Security for Schools
- Education and Training (Welfare of Children) Act 2021
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR) – the EU GDPR was incorporated into UK legislation, with some amendments, by The Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2020

Responsibilities

The Designated Safeguarding Lead (DSL) is responsible for all safeguarding and child protection matters, including online safety. They are supported by the Online Safety Lead. Where any use of the internet and IT gives rise to safeguarding concerns, these should be raised in line with the school Safeguarding and Child Protection Policy. All serious incidents involving technology must be reported.

The IT Director is responsible for maintaining up to date records in relation to this policy and its implementation. This includes the monitoring and filtering log/reports and the recording of relevant matters in the technology incidents log.

The DSL has overall responsibility for ensuring that matters that affect pupil welfare are adequately risk assessed and ensuring that the findings are considered, implemented, and monitored. The DSLs will liaise with the Director of IT in relation to risk assessments under this policy.

Record Keeping

The records created in accordance with this policy may contain personal data. Staff must ensure that they follow the Staff Data Protection Policies and procedures and the Information Sharing Advice for Safeguarding Practitioners when handling personal data. The Privacy Notices relating to pupils and parents are published on the School website.

Using Technology Safely

As a school we recognise that technology has many positive applications which support the education and development of our pupils. We want all pupils to enjoy technology and become confident and skilled users of online resources. This is done in the context of balancing safety and pupil welfare alongside the many benefits

technology has to offer. The safe use of technology is imperative and pupils are educated about the importance of safe technology use as part of the PSHE programme. The school employs an Online Safety Lead to oversee this area.

The school has taken precautions to restrict access to websites and apps which are deemed unsuitable for pupils. Pupils are not allowed to use the school system to store or play games. For the protection of all pupils, the use of email and internet is monitored by the school. The IT Department uses filtering and monitoring software. Any searches that are made which are flagged by the filtering and monitoring system will be recorded and sent to the Online Safety Lead and Director of IT. Any data stored on school computers or servers is the property of the school.

Unacceptable Use

The following is considered unacceptable use of the school's ICT facilities. Any breach of this policy may result in disciplinary or behaviour proceedings.

Unacceptable use of the School's ICT facilities includes:

- Using the School's ICT facilities to breach intellectual property rights or copyright
- Using the School's ICT facilities to bully or harass someone else, or to promote unlawful discrimination
- Breaching the school's policies or procedures
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Online gambling, inappropriate advertising, phishing and/or financial scams
- Accessing, creating, storing, linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate or harmful
- Consensual and non-consensual sharing of nude and semi-nude images and/or videos and/or livestreams
- Activity which defames or disparages the school, or risks bringing the school into disrepute
- Sharing confidential information about the school, its pupils, or other members of the school community
- Connecting any device to the School's ICT network without approval from authorised personnel
- Setting up any software, applications or web services on the school's network without approval by authorised personnel, or creating or using any programme, tool or item of software designed to interfere with the functioning of the school's ICT facilities, accounts or data
- Gaining, or attempting to gain, access to restricted areas of the network, or to any password-protected information, without approval from authorised personnel
- Allowing, encouraging or enabling others to gain (or attempt to gain) unauthorised access to the school's ICT facilities
- Causing intentional damage to the school's ICT facilities
- Removing, deleting or disposing of the school's ICT equipment, systems, programmes or information without permission from authorised personnel
- Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user is not permitted by authorised personnel to have access, or without authorisation
- Using inappropriate or offensive language
- Promoting a private business, unless that business is directly related to the school
- Using websites or mechanisms to bypass the school's filtering or monitoring mechanisms
- Engaging in content or conduct that is radicalised, extremist, racist, antisemitic or discriminatory in any other way

Exceptions

Where the use of school ICT facilities (on the school premises and/or remotely) is required for a purpose that would otherwise be considered an unacceptable use, exemptions to the policy may be granted at the Headmaster's discretion.

For example through the use of AI technology:

- Pupils may use AI tools and generative chatbots:
- As a research tool to help them find out about new topics and ideas
- When specifically studying and discussing AI in schoolwork, for example in IT lessons or art homework about AI-generated images.

Sanctions

Pupils and staff who engage in any of the unacceptable activities listed above may face disciplinary action in line with the School's policies on Anti-bullying, Anti-cyberbullying, Behaviour and Discipline Policy, Online Safety Policy and Pupil Code of Conduct.

Pupils who have been found to have engaged in unacceptable activities may face revoking of permission to use the School's systems as well as their ability to bring in their own personal devices including mobile phones and other technology.

Acceptable Use Rules for Pupils

Pupils must follow IT Acceptable Use Rules Senior School and Sixth Form (Appendix A) and the Photographs and Images Rules (Appendix B) Pupils are responsible for their actions when using technology. Use of technology should be safe, responsible, respectful to others and in accordance with the law. If a pupil is aware of misuse by other pupils or if a pupil is worried about something they have seen on the internet, or on any electronic device, including another person's electronic device, they should talk to a teacher about it as soon as possible. Any misuse of technology and/or breach of this policy or Appendices will be dealt with in accordance with the Behaviour Policy. However, incidents involving the misuse of technology which are considered to be of a safeguarding and/or bullying nature will be dealt with in accordance with the School's Safeguarding and Child Protection Policy and/or the Anti-Bullying Policy and procedures as appropriate.

If a pupil thinks that they might have been bullied or that another person is being bullied, they should talk to a teacher as soon as possible. See the School's Anti-Bullying Policy for information about cyberbullying, bullying associated with prejudice and/or discrimination and e-safety. Unacceptable use of technology may result in the School restricting access to School IT systems and internet use, a cancellation of a pupil's' email account, refusal of permission to use personal devices on the School premises or while in the care of the School. Confiscation of devices and/or material may be deleted and/or disciplinary action may be taken.

If there are reasonable grounds to suspect that the confiscated device contains evidence in relation to an offence e.g. sharing nudes or semi-nudes pictures and/or videos or upskirting, or that it contains pornographic material of an extreme nature or of a child, the device will be given to the police.

Liability

Pupils bring their own personal device(s) to use at School at their own risk. It is their duty to be responsible for the upkeep and protection of their device(s).

The School will not be responsible for:

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- Personal devices that are lost, damaged or stolen on School premises or during School-related activities.
- Maintenance or upkeep of any personal devices.
- Technical support of personal devices

Appendix A: IT Acceptable Use Rules for Pupils

I understand that I must use school ICT systems and my device 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.

This agreement applies to all School devices and personal devices brought into school including mobile phones. I understand that these rules are designed to protect all members of our community and if they are not followed sanctions may be applied.

For my own personal safety:

1. I understand that the School will monitor my use of the systems, devices, files and digital communications.

2. I will keep my usernames and passwords safe and secure – I will not share them, nor will I try to use any other person's username and password. I will use secure passwords, which include capital letters and numbers. I understand that I should not write down or store a password where it is possible that someone may steal it.

3. I will be aware of "stranger danger", when I am communicating on-line.

4. I will not arrange to meet people off-line that I have communicated with on-line, without an adult being aware of the communication and the person's motivation for meeting me.

5. I will not disclose or share personal information about myself or others when on-line without an adult's knowledge. (this includes full name, address, email address, telephone numbers, age, gender, educational details, financial details etc.)

6. I will not upload inappropriate images of myself onto any social networking sites. I will not have any school uniform in my profile picture.

7. I will keep my Privacy settings as secure as possible, on all social networking sites and devices.

8. I will immediately report any online unpleasant or inappropriate, material or messages, or anything that makes me feel uncomfortable and I am unable to deal with it. I understand this report would be confidential and will help to protect other students and myself.

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

1. 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.

2. 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.

3. I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act towards me:

1. 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.

2. 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.

3. I will not take or distribute images of anyone without their permission, which could cause upset.

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:

1. I will only use my own personal devices (mobile phones / USB devices etc.) in school if I have permission. I understand that if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.

2. 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.

3. I will not behave in a way that can cause damage to ICT systems, and will immediately report any damage or faults involving equipment or software, however this may have happened.

4. 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).

5. 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 (unless permission is given first).

6. I will only use social media sites with permission and at the times that are allowed **(Boarding pupils only).**

When using the internet for research or recreation, I recognise that:

1. I should ensure that I have permission to use the original work of others in my own work.

2. Where work is protected by copyright, I will not try to download illegal copies (including music and videos).

3. 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 in order to use a device in school:

1. I agree that my device will be added to, and protected by, the School's Mobile Device Management system, and that I will not try to bypass it in any way.

2. I agree to ensure that my device is locked with a secure pass code which includes capital letters and numbers. I will write my name on or inside my device cover and have a personalised home screen.

3. I agree to ensure that my device is brought into school each day and that it is fully charged at the beginning of the day.

4. I understand that the School cannot be held responsible for damage/loss of the device and that the school insurance does not cover breakages. I therefore need insurance will be taken out through the lease- buy scheme or independently.

5. I am aware that lockers have been provided for safe storage of devices during break, lunch time and games and it is my choice to utilise this facility. I agree to ensure that the device is kept in my bag when walking to and from school.

6. I understand that any attempt to look at a fellow student or teacher's device without their permission
will be dealt with very seriously.

7. I understand that use of the device in lessons is always at the teacher's discretion.

8. I agree not to use a 3G/4G enabled device as these undermine the safety and integrity of our mobile device management system.

9. During school, teachers will guide students toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, films and other potentially offensive media.

I understand that I am responsible for my actions, both in and out of school.

1. 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 could be cyber-bullying, use of images or personal information).

2. I understand that if I attempt to download copyright material on the school system, the school can track the illegal downloads to me and would then take action against me.

3. 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; temporary or permanent ban on device use; detentions; suspensions; contact with parents and in the event of illegal activities involvement of the police.

Kimbolton School Pupil ICT and device Acceptable Usage Agreement

This form relates to the Pupil ICT and device Acceptable Usage Agreement, to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

• I use the school systems and devices (both in and out of school)

• I use my own devices in the school (when allowed) e.g. devices, mobile phones, gaming devices USB devices, cameras etc.

• I use my own equipment out of the 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, VLE, website etc.

Name of Student / Pupil

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Group / Class

Student / Pupil Signed

Parent/Guardian Name

Signed

Date

Appendix B: Photographs and Images Rules (Taken from the Pupil Code of Conduct)

Mobile phones should only be used on the school premises by pupils in school hours (excluding morning and lunchtime breaks) when there is a compelling reason, with pupils expected to keep them switched off and out of sight at other times.

Pupils who misuse a mobile on school premises, or use a mobile without permission, will usually be required to hand over their phone to a member of staff and additional action may be taken. This will also apply if a member of staff has reason to believe that a mobile phone contains unsuitable material, photographs/videos have been taken on the school site without consent or used in any form of bullying. In such instances, the pupil may be banned from bringing a mobile phone into school for a set period of time.