



# **Archbishop Temple School**

A Church of England Specialist College

## **ICT ACCEPTABLE USE POLICY FOR PUPILS**

**Date Agreed : December 2020**

**To Be Reviewed : December 2022**

**Name of Policy:** ICT Acceptable Use Policy for Pupils

**Sub-Committee Responsible:** Governors' Pastoral, Community & Chaplaincy (PCC) Committee

**Lead Responsibility in School:** Assistant Headteacher

**Source of Policy: (Please tick)**

- LA:**
- Diocesan:**
- School: X**
- Other – Please specify:**

This policy supports our work as a Church school as summarised in our Vision Statement:

**Purpose**

Archbishop Temple School seeks to care for young people and prepare them well for adulthood, valuing the whole person.

**Mission**

Through our faith in God, Father, Son and Holy Spirit, we strive to nurture each person's ability, gifts and talents so that they can 'have life and have it to the full' (John 10:10) and use it in the service of God and other people.

In order for your child to fully participate in the curriculum, access to the ICT system is very important. Shown below is Archbishop Temple School's ICT Acceptable Use Policy, we would be grateful if parents/carers could read the policy & ensure that their son/daughter has also read and understood it. Then please complete, sign, date and return the slip below.

### ICT ACCEPTABLE USE POLICY FOR PUPILS

The computer system is owned by the school and is made available to pupils to further their education. The school's ICT Acceptable Use Policy has been drawn up to protect all parties – the pupils, the staff and the school.

All access to the Internet and e-mails are logged. These logs record when and where Internet access has been allowed (or denied) and what e-mails have been sent or received. The school reserves the right to examine or delete any files that are held on its computer systems and to monitor any Internet sites visited and any e-mail sent or received.

Misuse of the school ICT system may result in removal of access rights to all or part of the ICT system, temporary/permanent exclusion from school or in extreme cases, legal action.

- Activity that threatens the integrity of the school ICT systems, or that attacks or corrupts other systems, is forbidden;
- Access must only be made via the authorised account and password provided to each pupil, which must **not** be made available to any other person;
- All Internet use should be appropriate and acceptable. Pupils who see or suspect inappropriate material must report this to the IT Network Manager and/or the Online Safety Coordinator.
- Pupils will not disclose their home address, home phone number or mobile phone number, or arrange to meet someone via the internet or e-mail, unless a parent, carer or teacher has given their express permission;
- Pupils will tell a teacher if they see anything they are unhappy with or receive messages they do not like;
- Pupils are responsible for the content of any e-mail they send and for reporting any inappropriate e-mails received, to the IT Network Manager and/or the Online Safety Coordinator;
- Pupils must adhere to the Acceptable Use Policy for Live Lessons when participating in such learning;
- Copyright of materials and intellectual property rights must be respected;
- Use of the school's ICT system for personal gain is forbidden.

✂.....

The completed slip should be returned to the school office or Mrs Coxon (Assistant Headteacher).  
I have read and understand the school's ICT Acceptable Use Policy:

Pupil's name: .....

Form: .....

Parent/Carer signature: .....

Date: .....

# ARCHBISHOP TEMPLE SCHOOL

## iPads for Learning Agreement for parents and pupils

These rules are designed to keep everyone safe, ensure that iPads are used appropriately and help us be fair to everyone. This agreement applies at all times and in all locations.

1. I will behave responsibly at all times when using my iPad and agree to follow the rules set out below.
2. I will not damage my iPad, or the iPad of another person in school. I will take good care of my iPad and will always use the school Survivor case provided. I understand that if I remove the Survivor, the insurance is invalidated and in the event of any damage my parents will be charged the full cost of repair.
3. I will not open or attempt to open the main casing of the iPad and understand that this invalidates the warranty.
4. I will only use my iPad when a member of staff has given me permission to do so. I understand that my iPad must not be used at break or lunchtimes and must always be stored in my bag unless directed by a member of staff.
5. I will use the iPad for schoolwork and homework as directed by my teachers and parents/carers.
6. I will ensure I know where my iPad is at all times; I will not leave it unattended (unless directed by staff and it is in a place which is locked by a member of staff).
7. I will not apply any decorations or stickers to a school owned iPad.
8. I will not swap my iPad with another pupil.
9. I will not sell, attempt to sell, expose for the purpose of sale, loan, give away or dispose of a school iPad.
10. I will keep food and drink away from my iPad.
11. I understand that my iPad (including iPads from home) will be linked to MDM (Mobile Device Manager) which will ensure that I can receive Apps and that my iPad can be monitored effectively.
12. I will update my iPad by following any guidance issued by school and when instructed by the IT team.
13. I will only use my own or my carers'/parents' Apple user credentials on the iPad.
14. I will not access another person's device or storage area, or interfere with other people's work or files.
15. I will not tether my iPad to a mobile phone.
16. I will not use a VPN in school.
17. I will not use the iPad for illegal activities e.g. use of the school's internet/e-mail accounts for financial or commercial gain.
18. I will respect Copyright.
19. I will ensure that sounds are muted at all times unless permission is obtained from the teacher.
20. I will ensure my iPad is connected to Apple Classroom at all times when I am using it in a lesson.
21. I will follow the school e-safety policy; I will not view, send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials. I will not try to create, share or distribute potentially embarrassing content. I will report any such activity by others if I become aware of it.
22. I understand that during the school day the iPad camera will be disabled unless required by a teacher for learning activities. During such time, I will use the camera function appropriately: I will only use the camera/microphone to take pictures or video/audio in and around school with the express permission of a teacher and only for learning purposes.

23. When cameras are enabled for school work, I will only use the camera/microphone to take pictures or video/audio in and around school with the express permission of staff and only for learning purposes. Use of recording facilities will be limited to classroom use only.
24. I understand that photographs and videos of staff and pupils must not be taken without their permission.
25. I understand that school holds a register of pupils who are not allowed to have their photograph taken under any circumstances. I therefore will not take photos or post any images/movies taken in school on the Internet e.g. via social network websites, unless I have the express permission of a member of staff.
26. I will not tamper or attempt to tamper with the MDM profile installed on the iPad.
27. I will not remove school applications from the iPad unless told otherwise by a member of staff. With regard to school-owned iPads, I agree not to change any configuration settings, erase the iPad on another computer, synchronise the iPad with another computer, clear my browser history or remove any network profiles without permission of a member of the IT team.
28. I will not use inappropriate media as a screensaver or background photo.
29. I understand that any messages I send must be polite; I understand that spamming or mass emailing is not acceptable.
30. I will report any unpleasant material or messages sent to me.
31. I will ensure that I bring the iPad to school each day and that it is brought into school fully charged at the beginning of the school day; I will only use genuine Apple chargers as I understand that 'copy' or fake brands pose a fire risk.
32. I understand that the school may check my iPad and any content saved on it; the school will monitor the internet sites I visit in school and I agree to hand my iPad over for inspection when requested by any member of staff or by my parents/carers.
33. I understand that all staff have the right to use 'Guided Access' systems to lock my device down to one App if required.
34. Outside of school, we (the family) understand that we bear responsibility for such guidance as should also be exercised with information sources such as television, telephones, films, radio and other potentially offensive media.
35. I will take responsibility for looking after the files on my iPad and back up important work to my school Office 365 account.
36. I will set a passcode on my device for security purposes.
37. I understand that school issued devices (i.e. parents making voluntary contributions), remain the property of the school until 'Transfer of Ownership' has taken place after 30 months.
38. I understand that school reserves the right to amend and add to this agreement at any time and that my parent/carer will be informed of this.

**Points to note:**

If the School suspects or finds that an iPad has been used inappropriately:

- The School reserves the right to confiscate an iPad.
- The School reserves the right to disable a school iPad.
- The School may withdraw permission to take a school owned iPad home.
- The School may withdraw permission to bring an iPad into school.
- The School may withdraw Internet or network access.
- Additional disciplinary action may be added in line with existing school behaviour policies.
- If and when applicable, the School reserves the right to contact the police, local authority or other agencies.

I have read and understand this document:

Pupil's name: \_\_\_\_\_ Form: \_\_\_\_\_

Signed Pupil: \_\_\_\_\_ Date: \_\_\_\_\_

Signed Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_