St Michael's Church of England High School
A Church of England Academy
Headteacher: Mrs Rachel Rongong BA (Hons) PGCE NPQH

Growing in Body, Mind and Spirit

Therefore, choose

Pupil Digital Technologies Usage Agreement

Networks

- All information and communications technology is owned by the school and is made available to pupils to further their education - do not abuse this.
- The school reserves the right to examine or delete any files that may be held on its systems.
- Access to the systems should be made through an authorised account and password, which should not be shared with any other person.
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems is forbidden.
- Use of the systems to access unsuitable materials of a sexual, racist or bullying nature or any other kind of offensive material is forbidden.
- Pupils are not to store personal data upon school systems.
- Please do not unplug or swap mice and keyboards from one computer to another. Tell a member of staff if equipment isn't working.

Internet and E-mail

- The school reserves the right to monitor all Internet sites and content visited. Visits to inappropriate sites and content by pupils will be notified to the Designated Safeguarding Lead for action.
- The school reserves the right to monitor all e-mail activity.
- All Internet activity should be appropriate to the curriculum requirements of pupils – no access to social media content.
- Where work is protected by copyright, do not download or distribute copies (including music and videos).
- School e-mail should not be used for personal use.

Teams, Moodle, Synergy and other online platforms

- The use of forums, private messaging, journals, blogs and professional walls must be limited to school purposes.
- The language and content used within these facilities should be appropriate to the task.
- Work uploaded or used on Teams, Moodle, Synergy and other online platforms must be of a professional nature and relevant to the task.
- Inappropriate use, for example using these facilities as a means to target others, will result in the Headteacher and parents being informed and the pupils involved will be locked out of the system and the relevant disciplinary procedure will be applied.

Pen drives and removable media

- Pen drives and removable media/storage is blocked to protect against the spread of viruses. This is for security to prevent anything malicious infiltration the school systems. Using pen drives is also insecure for the protection of data. Data could be accessed, stolen or lost and not be recoverable. Data should be saved to OneDrive and Teams. This is secure and backed up.

In summary

- Do not use the technology to harm other people or their work.
- Do not view, save, send or display offensive messages or images.
- Do not share your passwords with anyone – see an ICT technician if you need a new password.
- Do not waste limited resources such as paper, ink/toner or storage space.
- Notify a member of staff immediately if, by accident, you encounter inappropriate materials.
- Notify a member of staff immediately if equipment is not working, do not attempt to fix this.

This statement is provided to all pupils by the system on login to a school device which requires accepting to allow access to the system:

All pupils accept the Pupil Digital Technologies Usage Policy when they join St Michael's CE High School. This Policy applies to all pupils. Your use of St Michael's CE High School network means that you accept and agree to abide by every part of the Pupil Digital Technologies Usage Policy.

The Pupil Digital Technologies Usage Policy in personal organisers must be signed by pupils as part of the Home School Agreement.