BEDE'S

# Pupils' Acceptable Use Policy and Guidelines

### Related Policies

- E-Safety Pupil Acceptable Use Policy and Guidelines
- E-Safety Staff Acceptable Use Policy and Guidelines
- Keeping Children Safe in Education (2018)
- Taking, Storing and Using Images of Children Policy
- Staff Code of Conduct

## 1. Introduction

I. The school provides hardware and software for pupils to use for educational purposes, but also on occasion for personal use. All pupils should agree that these systems are used responsibly and they should remember that access is a privilege, not a right. This means if pupils misuse any of these devices or applications, they will lose the right to use them.

## 2. Equipment

a) Pupils should not attempt to install any software on Trust-maintained hardware
b) Thorough antivirus scans should be done on any files brought in on removable media (e.g. memory sticks)
c) All mobile devices (e.g. laptop, smart phone, tablet pc) must be scanned by the user and ensured to be virus free before connecting to the school network
d) Any Trust-maintained equipment that is not functioning correctly must be immediately reported to the member of staff who is supervising the lesson. Pupils should not attempt to fix the problem themselves
e) Malicious damage to IT equipment will not be tolerated under any circumstances
f) Pupils should not attempt to modify or remove any hardware maintained by the Trust

## 3. Privacy and Security

a) Pupils must never disclose their username or password to anybody
b) Similarly, it is not permissible to use another pupils' credentials to access the School network
c) No attempt should be made to alter security settings as this may put the network at risk
d) Hacking or the deliberate attempt to access restricted areas of the network is not permissible
e) No images or video shall be taken of pupils, or distributed, without previous consent from all parties concerned. This also includes that pupils must not take or distribute images or video of other pupils without consent

## 4. Internet, Email and Digital Communication

a) Pupils should ensure that internet use during scheduled lessons is purely for educational purposes
b) Pupils should not use third party software or other means to circumnavigate filtering and or security features of the network including but not limited to VPN software
c) Using the Internet/network to obtain, send, store, print, display or transmit material which is obscene, abusive or unlawful, will not be tolerated
d) Pupils should not post or comment on material which brings the Trust or its members into disrepute
e) Users must at all times respect the ownership rights of materials and abide by copyright laws
f) This includes accessing, copying, altering, removing or uploading files owned by other users

g) Pupils should remain polite when communicating with others and shall not use strong, aggressive or inappropriate language
h) To ensure the safety of users the Trust monitors the use of ICT systems including email and other digital communication
i) Pupils should report any inappropriate emails to a member of staff immediately

## 5. Social Networking

I. The accessing of social networking and/or chat facilities during timetabled lessons is not permissible

a) Personal details (e.g. Address, Full name or telephone number) should never be posted online or appear in social networking profiles
b) Personal profiles should be set to private to avoid details being accessible to unauthorised users
c) The use of social networking to intimidate, harass or bully another user will not be tolerated and will be dealt with in line with the Trust's Behaviour policy

## 6. Mobile Devices

I. This policy has been written to cover the ever-changing use of mobile technology as part of an education experience. Whilst the Trust embraces the use of technology for educational purposes it also recognises the daily use of technology for social purposes and therefore it has identified the need for the establishment of guidelines to ensure that social use of technology does not hinder the learning of its pupils during the normal academic day and whilst on official school trip and extra-curricular activities.

II. This policy covers mobile devices but is not limited to the examples listed below: -

a) Mobile telephones
b) Handheld mobile tablet devices
c) Mobile games consoles
d) Laptops
e) Digital cameras (including video recording devices)

III. Use of any such devices shall be in line with this document and pupils are required to sign annually (and again subsequent to any changes) before being granted access to the school network.

### 6.1 Responsibility

I. Pupils are solely responsible for the safekeeping of their mobile device and should ensure that they are locked away securely in their personal lockers when not in use or on their person.

### 6.2 Usage

I. Unless directed to by a member of staff, or consent has been obtained in writing for the use of a mobile device for note taking, mobile devices, including tablets, mobile phones, smartphones or any other internet-able device, should not be used to make or receive calls, send or receive emails and text messages, surf the internet, take images or video, or use any application during academic lessons, assemblies or activity programme.

II. Unless directed to by a member of staff for an academic purpose, mobile devices, including tablets, mobile phones, smartphones or any other internet-able device, should not be on display during academic lessons, assemblies or the activity programme.

III. Mobile devices, including tablets, mobile phones, smartphones or any other internet-able device, should at all times be set to silent as not to disrupt academic lessons, assemblies or the activities with ringtones, music or message notifications.

IV. Mobile devices should not be used in communal eating areas during scheduled meal times.

V. It is strictly against school policy to use mobile devices to video, photograph, upload, distribute, store or create material containing another member of the school community without their express permission. Where it has been deemed that this guideline has been breached and that the material in question is causing harm or distress to another member of the School community.

VI. Mobile devices should not be used in any situation that may cause embarrassment or discomfort to fellow members of the school community, which includes but is not limited to pupils, staff and visitors.

VII. Repeated disruption to school activity caused by a mobile device may lead to disciplinary action in accordance with the Behaviour Policy.

### 6.3 Theft or damage

I. All devices should make use of the security PIN code to ensure that should this device become lost it cannot be accessed by a third party. This feature should also be used to stop the unauthorised access to personal information thus eliminating the ability for a third party to distribute unsolicited information by pretending to be the owner of the device.

II. Mobile devices that are found and are not clearly marked or identifiable will be handed to the Porters’ Lodge who will maintain a written log of this.

III. The Trust accepts no responsibility for the safeguarding or replacement of mobile devices which have been lost stolen or damaged whilst on the school property or during extracurricular activities or trips or when travelling to and from school on school transport.

### 6.4 Inappropriate conduct

I. Any pupils caught using a mobile device in contravention of examination board rules in public exams or other formal testing opportunities will face disciplinary actions in line with those as laid down by the relevant examining body and in line with the school rules.

II. Any pupil who is caught using vulgar, derogatory, racist, homophobic or obscene language whilst using a mobile device will face disciplinary action.

III. Pupils should at no time use mobile devices to bully, harass or post or distribute private information about a third party whether that be through the use of email, text messaging, telephone calls, bluetooth exchanging, photographs or video images or social networking websites. If caught, pupils will face disciplinary action.

## 7. Sanctions

I. Pupils who infringe any of the guidelines set out above could face having the devices in question confiscated by a member of staff. If the device is suspected of being used to bully, harass or transmit offensive material it may be searched (in line with the Search and Confiscation Policy) by a member of staff and may result in the deletion of the offending material.

II. Should the infringement pertain to a Child Protection matter, the device will be handed directly to the Designated Safeguarding Lead who will log receipt of the device and act in accordance with the relevant school policy.

III. The pupil should in all instances see the Housemaster or relevant SMT member to have their device returned.

IV. Repeated infringements or refusal to hand over the mobile device when asked to by a member of staff will be seen as a serious infringement of the Behavioural and Acceptable Use Policies and Guidelines and may lead to the loss of network privileges. This will be communicated to parents in writing.

## 8. Search and confiscation:

I. Any device that is brought onto the school property may be confiscated and searched in accordance with the Trust's Search and Confiscation Policy. At the discretion of the teacher the device will either be handed back to the pupil at the end of the lesson or activity, or if the event has occurred in house, handed to the relevant Housemaster and returned when deemed appropriate.

## 9. Accountability agreement:

I. I understand that all users have an equal right to use technology and I will aim to make use of the systems in a responsible manner. I also understand the Trust has the right to take action against me if I am involved in any incident deemed to be of an inappropriate nature covered in this agreement. This remains valid even if the incident occurs outside of school where it involves my membership as a pupil of the Trust.

II. 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 network, disciplinary procedures in line with the Trust's Behaviour Policy and in the event of illegal activities, involvement of the police.

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