

## Student guidelines and usage agreement for using Information Technology

These guidelines cover the use of IT Equipment, school owned iOS devices, iOS devices that have been leased through the school and home-owned iOS devices which have been authorised for use in school.

We have invested heavily in the most cutting edge and efficient filtering and monitoring software but families should be aware that although our servers filter out inappropriate material; No filtering system is 100%. Some material accessed via the internet could contain items that are defamatory or potentially offensive.

Students are monitored to protect them and are taught what is appropriate/inappropriate, as well as how to report dangerous content or contact.

Students are responsible for good behaviour when using IT equipment and devices, just as they are in a classroom or a school corridor. Items should be treated with the upmost care to avoid damage. General school rules apply.

Computers and iOS devices are provided for students to conduct learning activities that may include research, production of content and communication with others. Parents' permission is required for the use of the Internet and of iOS devices in school. Access to devices, the Internet and email is a privilege, not a right and access requires responsibility.

Individual users of the PC's and iOS devices are responsible for their own behaviour and communications. It is presumed that users will comply with school standards and will honour the agreements they have signed.

The School network, devices and iPads will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly. **Users should not expect that stored files would always be private.** Photo libraries may be viewed, for example. The school reserves the right to confiscate devices brought from home including iPads and mobiles phones, if students do not follow the rules or if the device is part of an E-Safety investigation. The device content and

information may be accessed to obtain evidence or data regarding E-Safety concerns. 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, movies, radio and other potentially offensive media.

There are many useful resources on the school website about staying safe online:

<https://www.newbridgesch.uk/staying-safe-online/>

### Use of iPads in school

In lessons, iOS devices must be used under the direction of the teacher. Personal iPads need to be authorised for use and labelled with name and tutor group. The teacher will tell the students when to get iPads out ready for use.

iPads should not be used in the following areas:	
<ul style="list-style-type: none"> <li>PE changing rooms</li> </ul>	<ul style="list-style-type: none"> <li>The diner</li> </ul>
<ul style="list-style-type: none"> <li>The Hall when food and drink is being consumed</li> </ul>	<ul style="list-style-type: none"> <li>The toilets</li> </ul>
<ul style="list-style-type: none"> <li>In corridors</li> </ul>	<ul style="list-style-type: none"> <li>When they are moving from place to place</li> </ul>

Students should treat equipment and their iOS device with care. Devices should be kept in their bag when not in use. The school will confiscate iOS devices which are not being looked after properly.

### Use of home-owned iPads (BYOD)

Students are able to use iPads leased through the school. They may only bring to school and use their own device if:

1. The model of own iPad used is no older than two models previous to that being deployed to students by the school
2. That sufficient space is always available on the device for education use and that education is a priority use
3. The parent accepts that a school owned and configured MDM profile would need to be installed on the device
4. The school accepts absolutely no responsibility for the device in or out of school.

**Phones or other unapproved tablets are not allowed in to school and should be handed in to the school office by 8.45 and collected after 3.10**

## Inappropriate use (General and iPad use)

### The following are not permitted:

1. Sending or displaying offensive or indecent messages or pictures
2. Using or displaying obscene language
3. Harassing, insulting or attacking others, this includes promoting discrimination or hatred
4. Damaging computers, iOS devices, computer systems or computer networks
5. Violating copyright laws
6. Using others' passwords
7. Trespassing in others' folders, work, files or log on
8. Intentionally wasting limited resources
9. Inappropriate use of camera to take pictures or video, for example taking photos without permission. **Photos taken in school should not be posted on social media without permission from the school**
10. Using the internet for any commercial purpose, such as ordering/purchasing goods
11. Engaging in online chat groups without permission from a member of staff

### Sanctions

iPads are an expensive piece of equipment and should be used with respect at all times. This includes using the iPad as intended and ensuring use is done so safely, both physically and online.

Should a student be deemed to be using the iPad inappropriately sanctions will be enforced:

Playing on games during lessons / Inappropriate use of iPad	
First Offence	iPad confiscated for 1 week – Text Home
Second Offence	iPad confiscated for 2 weeks - Text Home, warning further offence will result in a restriction.
Third Offence	iPad Restricted for a set period of time - Parents phoned
Indefinite restriction	At the discretion of the senior leadership team dependant on the offence.
iPads restricted will only be unlocked when reward category has shown improvement.	
Not bringing iPad to Schools / Not Having Sufficient Charge	
Penalty Point issued	Monitored by 6 weekly reward status, interventions, close monitoring and contact home.
Removing iPad from Case	
Confiscated	iPad confiscated until case is replaced or found. - Explain the ipad needs to be in case or it is not insured. - Contact home

1. Violations of the rules may result in a temporary or permanent ban on Internet use or use of school ICT equipment in general.
2. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
3. When applicable, police or local authorities may be involved.

### AGREEMENT

- I will only access the systems and my device with my own login and password, which I will keep secret;
- I will not access another person's device or storage area, or interfere with other people's work or files or the PC they are using
- I will be responsible for my online behaviour, including the use of resources and language used.
- I will be responsible and sensible about ICT communications with other students, teachers and other staff.
- I will not share my own or other people's personal information like name, phone or address details, or arrange to meet somebody unless it is part of a school project approved by a teacher.
- I will not share, distribute, upload or use images of other students and staff taken or stored on any device without express permission of a teacher and the people involved.
- **I will ensure that my online activity, both within and outside the school premises, will not cause distress to students in my school, or to staff.**
- I will use the provided iOS device for school work and homework.
- **I will not waste time in school using the iOS device for non-learning activities.**
- **I will not behave in a way that can cause damage to iOS devices, ICT equipment or to IT installations;**
- The messages I send will be polite and responsible;
- I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission;
- I will report any unpleasant material or messages sent to me. I understand this report would be confidential (unless there is a legal requirement to share) and would help protect other students and myself;
- **I will ensure that I bring the iOS device to school each day and that it is fully charged at the beginning of the school day;**
- I understand that the school may check my files and may monitor the Internet sites I visit in school.
- I understand that I am responsible for my own behaviour on the internet, and if deemed necessary the police or other authorities may be involved.
- **I understand that I must report damages to the device within 48 hours of the damage occurring, failure to do so may invalidate the insurance.**
- **I understand that that I may be liable for damages incurred to devices, including an insurance excess.**
- **I understand that the Academy reserves the right to temporally or permanently confiscate or restrict the use of the device if used inappropriately.**

If you agree and will adhere to the terms set out above, please sign below.

Parent's Name \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student's name \_\_\_\_\_ Signature: \_\_\_\_\_

Form/class \_\_\_\_\_

Date Device Received: \_\_\_\_/\_\_\_\_/\_\_\_\_