



## ICT and mobile devices

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### Policy Version Control

Policy prepared by	Academy
Responsible committee	Governing Body
Date approved by committee	
Date ratified by LGB (if required)	22 April 2015

Chair's signature: David Sword

22<sup>nd</sup> April 2015

## 1. Acceptable use of ICT

**Students are responsible for good behaviour when using ICT just as they are in a classroom or a corridor. General academy rules apply.**

The academy has made every effort to provide a safe, educational environment. ICT is provided for students to conduct research and communicate with others. Parents' permission is required. Access is a privilege, not a right, and that access requires responsibility.

ICT resources are finite. Downloading or uploading large files or accessing certain internet sites may mean other people are denied its use. For this reason certain actions may be restricted.

Individual users of ICT are responsible for their behaviour and communications over the network. We expect that users will comply with academy standards and will honour the agreements they have signed.

Data on the academy network is not encrypted and so the system should not be used for confidential or sensitive information. The Network Manager can, and does, view all files and emails, and all data is monitored. A provider filters Internet material.

During academy hours, teachers will guide students toward appropriate materials. Outside the academy, families bear responsibility for such guidance as they must also exercise care with information sources such as television, telephones, movies, radio and other potentially offensive media. The academy strongly advises all parents to agree with their children the rules under which they are allowed to use their phones and the internet.

The following are not permitted:

1. Sending or displaying inappropriate material.
2. Using ICT systems or mobile devices to send offensive or bullying messages or material to anyone.
3. Logging on to other people's accounts, even with their permission.
4. Damaging computers, computer systems or computer networks (hacking or introducing viruses).
5. Violating copyright laws.
6. Downloading files without permission.
7. Use of Chat Rooms.
8. Sending anonymous messages or chain letters.
9. Use of ICT systems for private reasons, without the Principal's permission.
10. Use of ICT systems for financial gain, gambling, political purposes or advertising.

### Sanctions

1. Breaking any of the above rules will result in a temporary or permanent ban on ICT use.
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 with legal consequences.

## 2. Mobile devices

1. Students who have signed the ICT and mobile device acceptable use agreement, may bring their own devices to the academy, at their own risk.
2. Students must not use a mobile device or headphones anywhere in learning time, except with specific permission of teachers and only for purposes specifically linked to their learning.

3. Students may make reasonable use of their mobile devices at break and lunch times.
4. Students must not photograph other students unless explicit permission is given by a teacher, and consent is obtained from the students photographed. Students must show the resulting picture to the teacher and students involved on request, and to delete said picture if requested. Failure to do so will result in the confiscation of the device until the picture is removed.
5. Students must not photograph staff without their explicit permission.
6. Parents wishing to contact their son / daughter during the school day should ring the academy. We have a well-established and efficient system for getting the messages to pupils, and pastoral support if it is needed.
7. Pupils / students who need to contact parents during the course of the school day should speak to their progress office, who will make a phone available.
8. Mobile devices in school are the students' responsibility. They should be switched off and kept securely **OUT OF VIEW** in lockers, bags or pockets, and they must be used only in the appropriate circumstances stated elsewhere in this policy.
9. **IF MOBILE DEVICES ARE SEEN HEARD, OR ARE USED BY PUPILS OUTSIDE THESE RULES THEY WILL BE CONFISCATED**
  - a. For a minor occasion, students who have signed the acceptable use agreement, for one day. The phone will be returned at the end of the day.
  - b. For those who have not signed the acceptable use policy, who repeatedly break the acceptable use or who have seriously misused their device (such as bullying or humiliation), **FOR 5 SCHOOL DAYS**. The phone will be returned to parents, not the student.
  - c. Parents are asked not to put the staff in an embarrassing situation by asking for phones to be returned when students have been in breach of academy policy.
10. The academy cannot accept any responsibility for the loss of mobile devices which have been brought onto academy premises or to academy organised activities.

### 3. Control and use of images

1. The academy takes seriously its responsibility to safeguard children and young people.
2. Because of this, the academy will always take an interest in and has the right to control images of children and young people taken on or close to the academy or on academy activities.
3. We ask all parents to be sensitive about taking photographs using mobile phones, cameras or video cameras at school events. Any images must only be used for friends and family and may not be shared on social media or internet sites without the permission of those being photographed.
4. We may question anyone we do not recognise who is using a camera or video-recorder at schools events or productions.
5. Anyone taking images on academy premises must respect the right of individuals to ask for images of themselves to be deleted if taken without permission.

**ICT / Mobile Device**  
**Acceptable Use Agreement**

- I have read the ICT and mobile devices policy.
- I understand that I must use all ICT facilities responsibly and within the academy rules.
- I understand that if I bring my own mobile device to the academy, it is my responsibility and that the academy will accept no liability if it is broken, lost or stolen.
- I understand that if I break these rules that the academy may confiscate my device or restrict my use of the academy ICT facilities.

Signed: \_\_\_\_\_(student)

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

Signed: \_\_\_\_\_(Parent)

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