



## **ICT Acceptable Use Policy for staff and pupils**

### **Introduction**

Laude Newton College recognizes that technology will play a significant part in the education of the 21st century students and in accordance with our working model Creative and Design Thinking. But this use should follow agreed rules and guidelines to prevent classroom disruption, student misuse and teacher difficulties and to ensure the maximum effectiveness of these tools.

This Acceptable Use Policy is intended to ensure:

- that staff, pupils and volunteers will be responsible users and stay safe while using the Internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

This Policy also applies to students during school excursions and extracurricular activities.

### **Internet access in school**

The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work.

The term "mobile device" in this policy denotes mobile phones, laptops, iPod touch, tablets such as the iPad, SmartWatches or Android OS device or any similar mobile device that can access the Newton College's network.

### **Ensuring Internet access is appropriate and safe**

In common with other media such as magazines, books and video, some material available on the Internet is unsuitable for pupils. The school will take every practical measure to ensure that children do not encounter upsetting, offensive and otherwise inappropriate material on the Internet (MDM + Firewall).

The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable materials:

- Our Internet access has a filtering system set up within our school. This prevents access to material inappropriate for children.



- Children using the Internet will do so safely under the filters and MDM security system of the school, which means that they will not be allowed to use VPN systems during the school day.
- Staff will use their professional judgement and check that the sites pre-selected for pupil use are appropriate to the age and maturity of the pupils;
- Children can access contents or resources prepared or recommended by the teacher, instead of accessing the Internet browser, establishing certain digital platforms as ways of communicating with the teacher: Class Dojo, Google Classroom, Trello, and others which might be established to that end and for the different stages.
- Teachers will promote student awareness regarding the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the Internet.

### **Maintaining the security of the school's ICT network**

Our school network is maintained by an IT department, who regularly monitors our hardware and the running of our systems, as well as their security.

- Pupils will be trained to be responsible in their use of the Internet, through informative sessions on "Internet security" with families and students organised by the Police, IT staff and Tutors.
- Students will know they have to turn off monitors and tell an adult immediately if they encounter any material that makes them feel uncomfortable. Tutors and the school will take immediate measures in those situations.
- When copying contents from websites, students will be taught how to respect copyright terms.
- Pupils are made aware that the writer of an e-mail or the author of a web page may not be the person claimed.
- If there is an incident regarding the publication of upsetting material in which other pupils might be involved, the families will be informed and will work together with the school following the Behaviour Policy for the stage.
- The ICT Department will be responsible for periodically checking files and documents saved in the school computers, in order to follow the ICT Acceptable Use Policy, and minimising the risk of exposure to inappropriate contents.



## **Newton College website and social media**

The aim of the school's social media and websites is to provide information regarding activities and achievements in our school community, as well as our pupils' success in the most immediate environment. Because of this, students' photographs and videos and of the school might be used for the exclusive use of Newton College and ISP. This might include displays, music or dance records or events which involve our students and we believe might be of interest to our school community.

## **Use of audiovisual material**

- The school may use photographs of children or their work when communicating with parents and the wider community, in newsletters, in the school prospectus and on the school website. The local or national press may be used to publish photographs of children participating in events at school.
- Lists of those children for whom permission has NOT been given to appear in any audiovisual material will be held by each class teacher, and by the school office.
- Audiovisual material (photos-videos) will be recorded by the school's staff or hired by the company; its publication will be supervised by the Department of Admissions and External Relations, who will ensure the appropriateness of its contents.
- If any student needs to take photographs or videos during the school day, the teacher must ensure that they are transferred onto school storage (Google Classroom) and deleted from the child's device before home time.

The school website is: [www.laudenewtoncollege.com](http://www.laudenewtoncollege.com)

Informative page about our Innovation Team: : [Innovations Team Site](#)

Violation of any of our regulations may result in disciplinary action in coordination with the School's Behaviour Policy.



### **Rules for Responsible Internet Use – Pupils**

The school makes use of devices with Internet access as learning tools. These rules will help keep us safe and help us to be fair and respect others.

Staff and children will regularly reinforce Internet Safety through SMART ([www.thinkyouknow.co.uk](http://www.thinkyouknow.co.uk) )

#### Using the devices:

- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not use my own devices to record audiovisual material unless I am given permission to do so, and I will always follow the schools' policies for acceptable use of digital images and video.

#### Using the Internet:

- I will ask permission from a teacher before using the Internet, using apps and webs previously suggested for each subject.
- The general work platforms will be: Class Dojo, Google Classroom, Trello and apps from Google.
- I will turn off the monitor and report any unpleasant material to a teacher immediately because this will help protect other pupils and myself.
- I understand that, for safety reasons, the school may ask for permission to check my computer files and may monitor the Internet sites I visit.
- I will not complete and send forms without permission from my teacher.
- I will not give my full name, home address or telephone number when completing forms.
- I will not use VPN systems during the school day, and I assume that it could be uninstalled if its use is detected.
- I will not try to upload, download or access illegal contents (visual material related to sexual, racist and criminal contents) or inappropriate contents which might upset others.
- When a work is copyright-protected, I will not download it nor distribute it.

#### Responsible use of e-mail:

- The school will create and manage a corporate account for the students in order to promote and create a safe environment for the use of e-mail.
- I will choose appropriate times to use or check emails (only if email is an appropriate part of the lesson).
- I will immediately report any unpleasant messages sent to me because this will help protect other pupils and myself.



- I understand that e-mail messages I receive or send may be read by others.
- The messages I send will be polite and responsible.
- I will only e-mail people my teacher has approved.
- I will not open any attachments to emails, unless I know and trust the person / organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not give my full name, home address or telephone number.
- I will not use school e-mail facilities to arrange to meet someone outside school hours.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action according to the school's Behaviour Policy.



## **ICT Acceptable Use agreement for Families and Students**

This ICT Acceptable Use agreement is developed within the framework of ICT Acceptable Use Policy for Staff and Students.

- The term "mobile device" in this policy denotes mobile phones, laptops, iPod touch, tablets such as the iPad, SmartWatches or Android OS device or any similar mobile device that can access the Newton College's network.
- The policy also applies to students during school excursions, camps and extra-curricular activities.
- Responsibility for the mobile device rests with the student, and the School accepts no financial responsibility for damage, loss or theft. The student should keep the mobile device secure and locked away in their locker/bag when not in use. They should not leave it in any open area unattended.
- Mobile devices which are used as work tools must be brought with a full battery, without any inappropriate content, without access to mobile networks and under MGM operation. Applications and games will not be installed unless allowed by teachers.

### **Acceptable Use of Mobile Devices**

- Specific acceptable use of a mobile device will be determined by the teacher.
- Each teacher has the right to allow or disallow the use of mobile devices that support student achievement during instructional time as appropriate. Each teacher has the right to determine whether mobile devices must be stored out of sight or placed on the student's desk in plain sight when not used for instructional purposes.
- Mobile devices with Internet access capabilities will access the Internet only through the school's filtered network while on school property during school hours.
- Mobile devices should not be used in any manner or place that is disruptive to the normal routine of the class/school.
- Cell phones cannot be used during school day, Sixth Form students included. It is forbidden to take photos or record videos without authorization.

### **Unacceptable Use of Mobile Devices**

- Any use of a mobile device that interferes with or disrupts the normal procedures of the school or classroom is prohibited. This prohibition extends to activities that occur off school property and outside of school hours if the result of that activity causes a substantial disruption to the educational environment.
- Unless express permission is granted, mobile devices should not be used to make calls, send text messages, surf the Internet, take photos or use



any other application such as games, etc. during school lessons and other educational activities, such as assemblies.

- Using mobile phones or devices to bully and threaten other students is unacceptable and will not be tolerated.
- Pictures and videos must not be taken of students, teachers or other individuals without their permission. No pictures or video that may denigrate and/or humiliate another student or that constitutes "sexting" or that are lewd may be taken.
- Pictures or videos of another student, teachers or other individuals may not be uploaded to the Internet or other public venue without their permission
- The use of vulgar, derogatory, or obscene language while using a mobile device will not be allowed and will face disciplinary action as sanctioned by the Code of Conduct.
- Mobile devices are not to be taken into playground areas, except if students require the use for educational research purposes, and after permission of an adult.
- Students with repeated infractions of the AUPMD may face increased disciplinary actions in accordance with the Code of Conduct, including loss of mobile device privileges.
- Any student caught using a mobile device to cheat in exams or assessments will face disciplinary action as sanctioned by the Code of Conduct.
- Any use of the mobile device that is deemed a criminal offense, will be dealt with as such by the management team.

#### **Use of Mobile Devices on the School Bus**

- Students are allowed to carry their mobile devices on the School BUS with the consent of their parents or tutors. Bus staff will not be responsible for checking that the students are carrying their mobile devices when they leave the BUS. This will be the parent/tutor's responsibility.
- The BUS WIFI will be disconnected during the BUS journey.
- The MDM system that provides security during the school day will not cover the bus route times, so the use of APP STORE will not be blocked at these times.