

The Use of Technology in Schools

School Policy

Frensham Heights is a 3-18 school that acknowledges that new technologies have become integral to the lives of children and young people in today's society; both within schools and in their lives outside 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. Young people should have an entitlement to safe internet access at all times (where possible and within reason).

This Acceptable Use Policy is intended to ensure:

- That young people 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.

The school will try to ensure that students have good access to ICT to enhance their learning and will, in return, expect the students to agree to be responsible users.

ACCEPTABLE USE POLICY AGREEMENT

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the school may monitor my use of the ICT systems, email and other digital communications **if** there is cause for concern.
- I understand that I am responsible for my username and password. I will not share it with anyone and I am responsible for anything that happens on my account or when I am logged on.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online. This should be reported to a member of staff; normally the teacher of your lesson, the IT Manager (Louise Moore) or the Deputy Head
- I understand that everyone has equal rights to use technology as a resource
- I will act as I expect others to act toward me:
- I will be polite and responsible when I communicate with others. I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.
- Any DVD or games that are brought into school should be age appropriate for the students (particularly those in boarding houses). Certificated games and DVD's in the Junior Boarding should be shown to the duty member of staff before being played in the boarding houses.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however it may have happened.

- I will not open any attachments to emails, unless I know and trust the person/organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a school computer, nor will I try to alter computer settings.
- I will only use chat and social networking sites on the school's network in what the school considers to be social time (after 6.30pm). Any independent devices which are brought into school and used in school are the responsibility of the owner. Whilst the school is not responsible for them, they will take a view on action which deliberately impacts on the community (welfare and smooth running)

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work others may not be truthful and may be a deliberate attempt to mislead me.

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 disciplinary 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. This may include loss of access to the school network for a short period of time, gating, suspension or permanent exclusion, contact with parents and in the event of illegal activities, involvement of the
- Personal devices that utilise the school wi-fi are welcomed: however anything done in school or that affects school is considered school business and therefore students are responsible for their behaviour in and outside of school

Promoting safe use of technology

Students of all ages are encouraged to make use of the excellent online resources that are available from sites such as:

- Childnet International (www.childnet-int.org)
- Cyberbullying (www.cyberbullying.org)
- Bullying UK (www.bullying.co.uk)
- Thinkuknow (www.thinkuknow.co.uk)

Safe use of personal electronic equipment

- Our guidance is that no one should put anything onto the web that they would not say to their grandmother or our Headmaster!
- We offer guidance on the safe use of social networking sites and cyber-bullying through our PSME and ICT lessons.
- We offer guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe. Privacy is essential in the e-world.
- Any discipline issues will, where possible, be correlated to similar sanctions given to non IT based offences.