



## **Information and Communications Technology Pupil Acceptable Use Policy**

Dear Parent/Carer

Please find attached the “Pupil Acceptable Use Policy” document relating to the use of Information and Communication Technology at Hebburn Comprehensive School.

I would be grateful if you could read the document carefully, and I would like to take this opportunity to emphasise the importance of using computers responsibly and safely in school.

E-safety is of paramount importance for all pupils, as we are aware of the dangers associated with the inappropriate use of email and/or the internet, whilst also recognising the very positive impact that ICT can have on your child’s learning. Therefore, it is particularly important that both parents/carers and children are fully aware of the necessary precautions that must be taken when using the school’s ICT facilities, and that any inappropriate use cannot be tolerated.

The attached ‘Home-School Agreement’ document needs to be signed by yourself, as well as your child, and then returned to school.

Please note that it will not be possible to allow your child further access to ICT resources, unless the “Home-School Agreement” document has been signed and returned to school. Should the document not be returned by you, it is with regret that your child’s Internet and email accounts in school will be suspended.

Should you have any questions, please do not hesitate to contact me at school.

Yours sincerely

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**Deputy Head Teacher (Strategic ICT)**

## **Information and Communication Technology Pupil Acceptable Use Policy**

At Hebburn Comprehensive School, we recognise that the use of information and communication technology is an essential part of learning that enables children to achieve their full potential. All members of the school community must be responsible when using the school's computer system. Above all, we must ensure the safety and well-being of all pupils; therefore, pupils are not permitted to use devices or internet services in a way that may cause distress or harm to other people. This includes cyber bullying or inappropriate access to other people's files and documents. We must also ensure that we have a system that runs efficiently and effectively; therefore, pupils are not permitted to use technology in a manner which may harm the performance of the school systems or devices belonging to other people.

### **Agreement**

#### **Technology acceptable use agreement – pupils**

Hebburn Comprehensive School understands the benefits technology can have on enhancing the curriculum and pupils' learning; however, we must ensure that pupils respect school property and use technology appropriately. To achieve this, we have created this acceptable use agreement which outlines our expectations of pupils when using technology, whether this is on personal or school devices and on or off the school premises.

Please read this document carefully and sign below to accept that you agree to the terms outlined.

#### **1. Using technology in school**

- I will only use ICT systems, e.g. computers, laptops and tablets, which the school has given me permission to use.
- I will only access the system with my own login ID and password, which I will keep confidential and not share with others.
- I will only use the approved email account that has been provided to me by the school.
- I will not store or use any personal data relating to a pupil or staff member for non-school related activities. If I have any queries about storing or using personal data, I will speak to a teacher.
- I will delete any chain letters, spam, and other emails from unknown senders without opening them.
- I will ensure that I get permission from my classroom teacher before accessing learning materials, e.g. source documents, from unapproved sources.
- I will only use the internet for personal use during out-of-school hours, including break and lunchtimes. During school hours, I will use the internet for school work only.
- I will not share my passwords, e.g. to my school email address, with anyone.
- I will not install any software onto school ICT systems.
- I will adhere to the e-safety guidelines I have been taught.
- I will only use the school's ICT facilities to:
  - Complete homework and coursework, and to prepare for lessons and exams.
  - Undertake revision and research.

- Gather or process information for extra-curricular activities, e.g. creating the school newsletter.
- I will not use the school’s ICT facilities to access, download, upload, send, receive, view or display any of the following:
  - Illegal material
  - Any content that could constitute a threat, bullying or harassment, or anything negative about other persons or the school
  - Content relating to a person’s sexual orientation, gender assignment, religion, race, disability or age
  - Online gambling
  - Content which may adversely affect the reputation of any organisation (including the school) or person, whether or not they are known to be true or false
  - Any sexually explicit content
  - Any personal data or information

## **2. Mobile devices**

- I will only use personal mobile devices in accordance with the school’s Behaviour Policy.
- I will ensure that my mobile device is either switched during school hours, and will only use my device to make or receive calls when a member of staff permits me to do so (pupils must ask a member of staff for permission).
- I will not use any mobile devices to take pictures of staff or fellow pupils.
- I will not use any mobile devices to send inappropriate messages, images or recordings.
- I will ensure that personal mobile devices do not contain any inappropriate or illegal content.
- I will not access the WiFi system using personal mobile devices, unless permission has been given by the school.
- I will not take or store images or videos of staff members on any mobile device, regardless of whether or not it is school-owned.

## **3. Social media**

- I will not use my mobile device to access personal social networking platforms.
- I will not communicate or attempt to communicate with any staff members over personal social networking platforms.
- I will not accept or send ‘friend requests’ from/to any staff members over personal social networking platforms.
- I will ensure that I apply the necessary privacy settings to any social networking sites.
- I will not publish any comments or posts about the school on any social networking platforms which may affect the school’s reputation.

- I will not post or upload any defamatory, objectionable, copyright infringing or private material, including images and videos of pupils, staff or parents, on any online website.
- I will not post any material online that:
  - Is offensive
  - Is private or sensitive
  - Infringes copyright laws
  - Damages the school's reputation
  - Is an image or video of any staff, parent or nonconsenting pupil

#### 4. Artificial Intelligence (AI)

- I will develop an understanding of AI's capabilities and limitations while using AI tools ethically and responsibly recognising bias and hallucinations, within the guidelines set by the school.
- I will use AI tools responsibly and in line with school policies.
- I will declare AI use in coursework, assignments, and assessments where required in line with both the schools' policies and JCQ policies and regulations.
- I will understand ethical considerations and avoid over-reliance on AI.
- I understand that I must not process or store personally identifiable student or staff data unless explicitly approved by the IT and Data Protection teams.
- I will not use AI to generate any materials that are:
  - Harmful or misleading
  - Inappropriate
  - Offensive
  - Unethical
  - Illegal
  - Images or videos of any staff, parents or nonconsenting pupils
  - Damaging to the school's reputation

## Reporting misuse

- I will report to my teachers and/or Head of Learning any unpleasant material viewed on the Internet or messages sent by e-mail. I understand this report will be confidential and will help protect other pupils and myself.
- I understand that the school will check my computer files and activity as and when required, and will monitor the Internet sites I visit.
- I understand that the school may decide to take disciplinary action against me in accordance with the school's Behaviour Policy if I breach this agreement.

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I acknowledge that I have read and understood this agreement, and ensure that I will abide by each principle.

|                |  |
|----------------|--|
| <b>Name:</b>   |  |
| <b>Signed:</b> |  |
| <b>Date:</b>   |  |
| <b>Signed:</b> |  |

## **Information and Communication Technology Pupil Acceptable Use Policy**

### **Home-School Agreement**

I have read and understood the above and agree to use the school ICT facilities within the Acceptable Use Policy.

I understand that I will only be given a password and be allowed to log-on to school devices if I have read, understood, signed and agree to abide by the Pupil Acceptable Use Policy.

I also understand that all ICT-related incidents will be investigated. Misuse of any ICT facilities will result in my account being temporarily or permanently suspended whilst an investigation is carried out.

Pupil Name: \_\_\_\_\_

Signature: \_\_\_\_\_

I have read and agree to this policy.

Parent / Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_