Maiden Erlegh Trust

# PROTOCOL FOR ACCEPTABLE USE OF DIGITAL TECHNOLOGY FOR STUDENTS

# Contents

Acceptable use of Digital Technology agreement for students ..... 3
Rules for acceptable use of Digital Technology ..... 3
Additional guidance for students in Years 12 and 13 ..... 4
Student Agreement ..... 6

## Acceptable use of Digital Technology agreement for students

The use of digital technology and the internet are constantly opening new opportunities for students. They are acquiring new skills and are using technology to an increasing level of sophistication, and this is having a very positive impact on their learning across all subjects. To use digital technology effectively requires students to have an awareness and understanding of the benefits but also of the risks and how to take responsibility for protecting themselves and the equipment they are using.

As part of our Trust's School curriculum, the Trust uses Google Apps for Education. This service is powered by Google with over 8 million other students and teachers around the world using it. The service gives our students and staff access to a set of tools which will support the high levels of collaboration that are required in today's classroom to prepare students with communication and collaboration skills for life. Apps for Education also enhances the delivery of not only our Computing curriculum, but lessons cross curricular. In order to keep you informed and also to comply with data protection legislation and Google's Terms of Service we are required to get parental permission.

We also use a number of other Online Services to support the education of our students. All the suppliers of these services have been checked for their GDPR/DPA 2018 compliance in line with current legislation.

On the next page of this document are our expectations of students when using digital technology in the Trust's schools. We should be grateful if you and your child would read them through and then sign in the spaces provided to show your agreement.

Ultimately the Trust cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies, however, it is understood that the Trust will take every reasonable precaution to keep students safe and to prevent them from accessing inappropriate materials whilst in our care. These steps include an educationally filtered service, restricted access e-mail, the teaching of e-safety skills to students and high-quality teaching practices.

You need to be aware that the Trust can check any files held on any digital device, applications used and the internet sites the students visit, and that if the Trust has concerns about their e-safety or e-behaviour that the Trust will discuss this with parents. High level monitoring of all ICT use takes place, and any misuse is reported.

It is expected that you will support the Trust by promoting safe use of the internet and digital technology at home and will inform the Trust if you have any concerns over your child's e-safety

Such expectations on the acceptable use of Digital Devices are now standard procedure in most schools, but if you are concerned about any aspect of this, please contact the Trust's Strategic and Classroom ICT Advisor.

## Rules for acceptable use of Digital Technology

Students are responsible for:

- The care of any Trust equipment they use in the Trust's schools (including printers, copiers, cameras, smart devices etc).
- Not causing any damage to data stored on the network

- The safety of any personal mobile phone or personal device brought into the Trust's schools. The Trust will not take responsibility for personal devices that have been lost, stolen, or damaged.
- Their use of the network, the internet and email and must never seek out or create materials or content which someone else may find offensive, threatening, or which be construed as any form of bullying/harassment or grooming/radicalisation.
- Not bringing into the Trust's schools or create material in any form which could be considered to be offensive to anyone else or be construed as any form of bullying or harassment. This includes paper or electronic copies or social networking sites/profiles/content.

Students should:

- Read and abide by the Trust's E-safety and Acceptable Use Protocol.
- Not use the Trust's schools' printers/copiers for personal material. We reserve the right to charge parents for personal printing in the Trust's schools and/or where it has caused disruption to the work of the Trust's schools, students will be sanctioned.
- Never log on to the Trust's network using someone else's ID or password or attempt to access or alter another student's work in any way.
- Use "strong" passwords (a mix of upper, lower, and numerical characters) and change them regularly.
- Keep their logon ID's or password's private and change their password if they believe them to be known to another person.
- Always log off when leaving a computer.
- Never download or install program files onto a Trust schools' computer or the network without the express permission by a member of IT Support.
- Only access internet material or software which is age- and task-appropriate.
- Acknowledge sources of information used in work and respect copyright.
- Report any inappropriate or unsuitable sites immediately to a member of staff.
- Only use Trust email accounts for Trust-approved activities and never during lesson time, unless directed by a member of staff.
- Only email people they know or those approved by a member of staff.
- Only use personal headphones in the Trust's schools as directed by a member of staff, and this must never cause a disturbance to anyone else or be in defiance of a member of staff.
- Never take and/or publish images (still or moving) of staff or students without their permission.
- Not access social networking/media or personal publishing sites during the Trust's school day or during a Trust-organised activity without the express permission of the lead member of staff.
- Never use social networking/media or personal publishing sites to bully, harass, impersonate, or bring into disrepute any member of the Trust community or the Trust itself.
- Never take photographs, videos or audio recordings of other students or staff without permission

## Additional guidance for students in Years 12 and 13

Users of Personal Devices must agree to all terms and conditions in this policy as well as the additional ones listed below to be allowed access to those Maiden Erlegh Trust services:

- When used on the Trust's school sites, the device must only be used for Trust tasks. Irrespective of security precautions mentioned here, you are expected to use your device in an ethical manner and in accordance with Maiden Erlegh Trust IT Acceptable Use Protocol.

- Using your device in ways not designed or intended by the manufacturer is not allowed. This includes, but is not limited to, 'jailbreaking' or 'rooting' your device.
- Some personal devices can be connected to the Maiden Erlegh Trust infrastructure or services, but the user is personally liable for their device and carrier service costs.
- We do not guarantee to be able to add all devices to our student wireless network and we advise students to refer to IT Support to review the device prior to purchase.
- Users of personal devices are not permitted to connect to Maiden Erlegh Trust infrastructure without permission from the Strategic and Classroom ICT Advisor and such access will be logged.
- We reserve the right to disable or disconnect some or all services without prior notification.
- We will provide access to the student wireless network only.
- We do not guarantee to be able to retrieve data lost if stored on a personal device and not backed up on the network.
- We reserve the right to inspect the device and monitor its use on the network if the Trust feels inappropriate material is stored on it, or if it has been used in breach of the AUP in any way.
- Students wishing to use the BYOD facility must get pre-approval before doing so from the Strategic and Classroom ICT Advisor who will record and pass names of all students using this facility to the Deputy Headteacher responsible for Computing.
- Students must have signed the school AUP.
- The Strategic and Classroom ICT advisor will help them set up the device in the first instance and provide key running information. He will do this at his convenience, the business of the school taking priority.
- IT Support will in no way support the maintenance of personal devices or any issues caused by using the device on the network.
- We reserve the right to withdraw this privilege at any time where it is in the school's interests.

Computer use is monitored electronically at both a high and low level and staff may request access to any files which a student may have, both on the network or on a personal portable device.

Any student who does not keep to these rules will be dealt with according to the Trust Rewards, Sanctions and Attendance Policy.

## Student Agreement

| | | | |
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| **Student Name:** | | | |
| I have read the *Rules for the Acceptable Use of Digital Technology* with my child and agree to these safety restrictions and any subsequent changes. I give my consent for my child to use Online Services and the internet in the Trust's schools. I fully support the Trust and will promote good e-citizenship at home. I understand that my child is responsible for their own ICT use in the Trust's schools. | | | |
| **Parent/Guardian signature:** | | **Date:** | |
| I have read the *Rules for the Acceptable Use of Digital Technology* and agree to these safety restrictions. | | | |
| **Student signature:** | | **Date:** | |