SPRATTON HALL

**Electronic Technologies
Acceptable Use Policy - Pupils**

September 2022

ELECTRONIC TECHNOLOGIES ACCEPTABLE USE POLICY

Title: Electronic Technologies Acceptable Use Policy	Responsible: SJSC / BJM
Date implemented: September 2005	Last Review: September 2022
	Next Review: September 2023

Purpose

The purpose of this policy is to set forth policies, parameters and guidelines for access to Spratton Hall's electronic technologies.

General Statement of Policy

In making decisions regarding staff and pupil access to the school's computer network, electronic technologies and the internet, the school considers its own educational aims and objectives, goals and strategic direction.

Access to the school's computer network and Internet enables pupils and staff to explore libraries, databases, web pages, other online resources, and exchange messages with people around the world. The school expects its instructional staff to blend thoughtful use of the Spratton Hall's computer network, educational technologies and the Internet throughout the curriculum, providing guidance to pupils.

Educational Purposes

The school's purpose in offering access to Spratton's electronic technologies to pupils and staff is more specific than providing them with general access. Use of the school's electronic technologies is for a limited educational purpose.

Pupils and staff are expected to use electronic technologies to further the school's educational mission, goals and strategic direction. Pupils and staff are expected to use the school's electronic technologies to support classroom activities, educational research or professional enrichment.

Use of the school's electronic technologies is a privilege, not a right. Misuse of the school's electronic technologies may lead to a disciplinary matter.

Guidelines in Use of Electronic Technologies

    A. Electronic technologies are assets of the school and are protected from unauthorised access, modification, destruction or disclosure.

    B. The school reserves the right to monitor, read or copy any item on or using the school's electronic technologies, including its network.

    C. Pupils and staff will not vandalise, damage or disable any electronic technology or system used by the school.

D. By authorising the use of the school system, the school does not relinquish control over materials on the system or contained in files on the system. Users should not expect privacy in the contents of personal files on the school system.

E. Routine maintenance and monitoring of electronic technologies, including the school network, may lead to a discovery that a user has violated this policy.

Unacceptable Uses of Electronic Technologies and school Network

The following uses of the electronic technologies and school network ("electronic technologies") are considered unacceptable:

A. Users will not use the school's electronic technologies to access, review, upload, download, complete, store, print, post, receive, transmit or distribute:
- Pornographic, obscene or sexually explicit material or other visual depictions;
- Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language;
- Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
- Materials that use language or images that advocate violence or discrimination toward other people or that may constitute harassment, discrimination or threatens the safety of others;

B. Users will not use the school's electronic technologies to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

C. Users will not use the school's electronic technologies to engage in any illegal act.

D. Users will not use the school's electronic technologies for political campaigning.

E. Users will not use the school's electronic technologies to vandalise, damage or disable the property of another person or organisation. Users will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses, engaging in "spamming" or by any other means. Users will not tamper with, modify or change the school system software, hardware or wiring or take any action to violate the school's security system. Users will not use the school's electronic technologies in such a way as to disrupt the use of the system by other users.

F. Users will not use the school's electronic technologies to gain unauthorised access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.

G. Users must not deliberately or knowingly delete a pupil or staff file.

H. Users will not use the school's electronic technologies to post information in public access areas regarding private or confidential information about another person.
- This paragraph does not prohibit the posting of staff contact information on school web pages.
- This paragraph does not prohibit communications between staff and other individuals when such communications are made for legitimate educational

reasons or personnel-related purposes (i.e. communications with parents or other staff members related to pupils).
- This paragraph specifically prohibits the use of the school's electronic technologies to post private or confidential information about another individual, staff or student, on social networks.

I. Users will not repost or resend a message that was sent to the user privately without the permission of the person who sent the message.

J. Users will not attempt to gain unauthorised access to the school's electronic technologies or any other system through the school's electronic technologies, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Users must keep all account information and passwords private.

K. Users will not use the school's electronic technologies to violate copyright laws or usage licensing agreements:
- Users will not use another person's property without the person's prior approval or proper citation.
- Users will not download, copy or exchange pirated software.
- Users will not plagiarise works found on the Internet or other information resources.

L. Users will not use the school's electronic technologies for unauthorised commercial purposes or financial gain unrelated to the school's mission. Users will not use the school's electronic technologies to offer or provide goods or services or for product placement.

Pupils

A. Internet Use

1. The proper use of the Internet and educational technologies and the educational value to be gained from proper usage is the joint responsibility of pupils, parents and staff of the school.
2. This policy requires the permission of and supervision by the school's designated professional staff before a pupil may use a school account or educational technologies to access the Internet.
3. The Internet use agreement form for pupils must be read and signed by the pupil and the parent or guardian. The agreement must be signed in order to be granted access to the Internet via the school network. This policy requires that the signed, up-to-date form be retained electronically or physically.
4. Pupils have access to Internet resources through their classroom, library, school computer room or a Chromebook.
5. From time to time the school will enrol pupils with Apps, Software or services for educational purposes. Data from such services will never be shared openly or used for marketing purposes.

6. Pupils using social networking tools and curriculum content management software for a teacher's assignment are required to keep personal information as stated above out of their postings.

B. Parents' Responsibility; Notification of Student Internet Use

Outside of school, parents bear responsibility for the same guidance of internet use as they exercise with other technology information sources. Parents are responsible for monitoring their child's use of the school system and school educational technologies, if the pupil is accessing the school system from home or a remote location.

Guest Access and Internet Use

A. Guest access to the school's open wireless network is provided as a service to the community, and is subject to all policies and guidelines plus any national laws related to Internet use, including copyright laws.

Role of Our Technical Staff

With the explosion in technology, we recognise that blocking and barring sites is no longer adequate. We need to teach all of our pupils to understand why they need to behave responsibly if they are to protect themselves. This aspect is a role for our Designated Safeguarding Lead and our pastoral staff. Our technical staff have a key role in maintaining a safe technical infrastructure at the school and in keeping abreast with the rapid succession of technical developments. They are responsible for the security of our hardware system, our data and for training our teaching and administrative staff in the use of ICT. They monitor the use of the internet and emails and will report inappropriate usage to the pastoral staff/Deputy Head Master.

Role of Our Designated Safeguarding Lead

We recognise that internet safety is a child protection and general safeguarding issue. The Designated Safeguarding Lead (DSL) has been trained in the safety issues involved with the misuse of the internet and other mobile electronic devices. S/he works closely with the *Northamptonshire Safeguarding Children Partnership (NSCP)* and other agencies in promoting a culture of responsible use of technology that is consistent with the ethos of Spratton Hall. All of the staff with pastoral responsibilities receive regular training in online safety issues. The school's comprehensive programme on online safety is the responsibility of the Head of Computing and Head of PSHCE. They will ensure that all year groups in the school are educated in the risks and the reasons why they need to behave responsibly online.

Misuse: Statement of Policy

We will not tolerate any illegal or inappropriate use of ICT and will report any potential illegal activity to the police and/or the *NSCP* as appropriate. If we discover that a child or

young person is at risk as a consequence of online activity, we may seek assistance from the Child Exploitation and Online Protection Unit (CEOP). There is a range of sanctions on any pupil who misuses technology to bully, harass or abuse another pupil in line with our anti-bullying strategy.

Involvement with Parents and Guardians

We seek to work closely with parents and guardians in promoting a culture of online safety. We will always contact parents if we have any worries about their son or daughter's behaviour in this area and we hope that parents will feel able to share any worries with us. We recognise that not all parents and guardians may feel equipped to protect their son or daughter when they use electronic equipment at home. We therefore arrange discussion evenings for parents when an outside specialist advises about the potential hazards of this exploding technology, and the practical steps that parents can take to minimise the potential dangers to their sons and daughters without curbing their natural enthusiasm and curiosity.

Considerate Use of Electronic Equipment

- Pupils are not permitted to bring mobile phones, iPads or other personal electronic devices into school. If a child has to bring in a device, they should be switched off and left with the pupil's Form Tutor or School Office during the school day.
- Sanctions may be imposed on pupils who bring in a personal device without permission or who use their electronic equipment inappropriately or without consideration for others.

We expect all pupils to adhere to this charter for the safe use of the internet.

Taking, Storing and Using Images of Children

At Spratton Hall, we are an open and inclusive community that is very proud of the achievements of all of our pupils in their academic, artistic and sporting endeavours. We celebrate our diversity and give our many visitors a warm welcome.
We particularly welcome parents to our concerts, drama productions and sporting events, as well as to more formal occasions during the school year. The school walls are decorated with examples of pupils' work, team photographs and photographs of trips and expeditions in which our pupils have participated. We make full use of digital display screens inside the school to enhance our displays. Our website and social media pages are updated regularly, and all parents are sent our weekly newsletter in order to keep them fully abreast with the news of our active community. Parents are also sent our termly review magazine 'Insight'.

The Application of Data Protection Laws to Taking, Using and Storing Images of Children

Parents who accept a place for their child at Spratton Hall are invited to agree to the school using anonymous photographs of their child and information relating to his or her achievements for promotional purposes, which may be published in the prospectus, on the website, on our social media pages (including Facebook, Instagram and Twitter), as well as

displayed within the premises, and in newsletters and the Insight magazine sent to the school community. See consent form. (Full details of the school's Data Protection Policy are available on request).

Use of Images: Displays Etc

We will only use images of our pupils for the following purposes:

- Internal displays (including clips of moving images) on digital and conventional notice boards within the school premises,
- Communications with the school community (parents, pupils, staff, governors and alumni),
- Marketing the school both digitally by website, by social media, by prospectus, by displays at educational fairs and other marketing functions both inside the UK and overseas, and by other means, such as PR.

Use of Images: Internal Identification

All pupils are photographed on entering the school and, thereafter, at annual intervals, for the purposes of internal identification.

These photographs identify the pupil by:

- Name
- Year Group and form
- House

They are securely stored on the Google Cloud and is password-protected in the area of the staff database, where access is restricted to academic, pastoral and school office staff. Any parent who so requests will be sent a copy of his or her son or daughter's photograph. It is the same one that is sent home to parents in September.

Images that we use in displays and on our website

The images that we use for displays and communications purposes never identify an individual pupil, unless parents have given specific permission for this to happen, or it pertains to one particular child. Instead, they name the event, the term and year that the photograph was taken (for example, "First XV rugby team, Autumn Term 2014"). We only use images of school activities, such as plays, concerts, sporting fixtures, prize-giving, school trips etc in their proper context. We never use any image that might embarrass or humiliate a pupil. Pupils are always properly supervised when professional photographers visit the school and parents are given the opportunity to purchase copies of these photographs.

Storage and Review

Our images are securely kept in a restricted area of the school's Google Cloud storage data system and backup up on the school server.

We have a procedure in place for regularly checking and updating our website continually, when expired material is deleted or archived.

Media Coverage

We will always notify parents if the press wish to publish any photographs in which the children are to be named and will make every effort to ensure that children whose parents or guardians have refused permission for images of their children to be used are not included in any photographs. For group photographs the school normally informs the press that it has a policy of not naming pupils.

We will always complain to the Press Complaints Council (PCC) if the media fails to follow the appropriate code of practice for the protection of young people, including the children of celebrities.

Staff Induction

All new teaching and office staff are given guidance on the school's policy on taking, using and storing images of children.

Use of Cameras and Recording Equipment by Parents and Guardians

Parents are welcome to take photographs of their own children taking part in sporting and outdoor events. When an event is held indoors, such as a play or a concert, parents should be mindful of the need to use their cameras and recording devices with consideration and courtesy for the comfort of others. Parents are also asked not to share recordings which include other pupils on social media websites, such as YouTube. The school will endeavour to take photographs of every performance and these are available on the website.

Parents are also reminded that copyright issues may prevent us from permitting the filming or recording of some plays and concerts.

Treating Others with Respect

Everyone has the right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will not be tolerated. Our Anti-bullying strategy is set out on the School website. The school is strongly committed to promoting equal opportunities for all, as per the Equality Act 2010.

All pupils are encouraged to look after each other, and to report any concerns about the misuse of technology, or a worrying issue to a member of the pastoral staff. The misuse of

cameras in a way that breaches our anti-bullying strategy is always taken seriously and may be the subject of disciplinary procedures.

Responsible Use of Chromebooks Years 5 – 8

Children will be given their Chromebooks at the start of term and further explanation will be given in subsequent Computing lessons. They will be given their log-in details and a brief introduction to the Chromebook. When pupils leave the school, the Chromebooks will remain the property of Spratton Hall School. We expect them to be returned in a usable condition.

Mornings

- Pupils must bring their Chromebooks to school every day, fully charged.
- Pupils must bring their Chromebooks to school in a padded sleeve/laptop case.
- Pupils must bring earphones to school and use only when permitted by the teacher.
- Chromebooks should be unpacked, along with their pencil case and pupil planner, at 8:30am, ready for checking in Registration time.
- Tutors will check that the Chromebooks are in school and are charged, along with the signing of diaries during morning registration. Repeatedly not having the Chromebook charged will lead to a Minus being given.
- If there is an urgent problem (such as any overnight damage or major fault), the Digital Support Office will be open from 8.30am to provide support and give advice to pupils and/or parents.
- Pupils can also be given permission to go to the Digital Support Office with urgent problems during Registration.
- Pupils can visit the Digital Support Office at break times and at 4pm if they have any other questions or concerns.

Lessons

- Chromebooks should be taken to every lesson. Class teachers will advise pupils about how to manage Chromebooks in different curriculum areas (especially Art, Drama, Music …)
- During PE & Games, Chromebooks must be stored safely with pencil cases and planners in form room lockers. Chromebooks must not be taken to the Changing Rooms, left outside, or left on desks in classrooms.
- During away matches, Chromebooks must be stored safely in form room lockers. If pupils are to be collected directly from the away match, Chromebooks must be placed safely in school bags.
- Chromebooks must never be left outside during lessons where they are not being used, or during any break or lunch time. They should be stored in form rooms or lockers, or taken to the classroom where the next lesson will be taking place.
- Chromebooks are not to be used outside of lessons unless pupils are under the direct supervision of a teacher.

Damage

- Pupils must report all damage to devices, whether accidental or deliberate.
- Pupils should not customise their Chromebooks with stickers or any kind of artwork.
- Parents will be charged for repairs if the damage is caused through misuse, or lack of care with the Chromebook.

Evenings

- Pupils must take their Chromebooks home every evening for charging.
- Chromebooks can be connected to home networks.
- As a minimum, pupils should use their Chromebooks to check for details of their prep on Google Classroom.

Agreement from Parents/Guardians and Pupils

Below is a copy of the Acceptable Use Agreement **(Reception to Year 4)** and **(Year 5 to Year 8)** that must be read and signed electronically by parents and pupils.

Acceptable Use Policy (Reception to Year 4) to be signed
The School assumes that parents will ensure that their child read this policy.
The use of Spratton Hall IT resources and services is a facility granted, at the school's discretion, to pupils. This AUP is essential for managing and sustaining the integrity and legality of the Spratton Hall School network and computing resources.

General
- Use of the Spratton Hall school network constitutes agreement to comply with this policy
- These rules apply to the use of any of the school computers, wherever they may be. They also apply whenever a user is logged on to the Spratton Hall School network
- Pupils are given a user account to enable them to use the facilities on the school network, use of this account is monitored
- Pupils are given an e-mail account to use, the account is monitored and filtered, and the user is responsible for the content on their account. These include but are not limited to:
  a. Users are not allowed to reveal their date of birth, personal address or contact number, nor the date of birth, personal address or contact number of other users
  b. Users are not allowed to distribute images of themselves or others
  c. Users should be polite and use appropriate language. Do not swear or use vulgarities. Do not harass or bully
- You must not use someone else's username to gain access to the school network
- You must not share your password with another.

- You may not attempt to circumvent security of any host, network or account, or penetrate security measures ("hacking") on or accessed through the Spratton Hall School network.
- You must not probe, scan or test the vulnerability of the network or other networks.
- You must not use the network or your own property to access or process inappropriate material and text files, or files dangerous to the integrity of the network
- You must not transmit, re-transmit, publish or store material on or through the Spratton Hall School network which; is bullying, threatening, abusive, hateful, indecent, or defamatory
- You must report any unpleasant material or message sent to you. This report would help protect other pupils and you
- Pupils are not permitted to have personal computers at the school, unless they have properly documented educational needs, where a computer may be used to access Special Education Needs "SEN" services
- Storage media, such as USB sticks/keys, is prohibited at the school
- If a pupil or user account breaches the above rules, their account may be inspected and their access stopped. They may also render themselves liable to sanction from the Headmaster
- Above all, you should be show KINDNESS online

Remote Learning (if necessary)
- Pupils are unable/may not attempt to call, chat or set up private groups between each other on Google Meet
- Pupils are unable/may not attempt to start or record a meeting/lesson
- Pupils are not permitted to share recorded videos/lessons made by teachers
- Pupils should think carefully about what is acceptable language with regards to what they type and post
- Live lesson recordings should never be exported outside of Spratton Hall School
- Pupils must hang up at the end of the lesson once instructed to do so. The teacher is responsible for ensuring the meeting is closed

Acceptable Use Policy (Year 5 to Year 8) to be signed
The School assumes that parents will ensure that their child read this policy.
The use of Spratton Hall IT resources and services is a facility granted, at the school's discretion, to pupils. This AUP is essential for managing and sustaining the integrity and legality of the Spratton Hall School network and computing resources.

General
- Use of the Spratton Hall school network constitutes agreement to comply with this policy
- These rules apply to the use of any of the school computers, wherever they may be. They also apply whenever a user is logged on to the Spratton Hall School network
- Pupils are given a user account to enable them to use the facilities on the school network, use of this account is monitored

- Pupils are given an e-mail account to use, the account is monitored and filtered, and the user is responsible for the content on their account. These include but are not limited to:
    a. Users are not allowed to reveal their date of birth, personal address or contact number, nor the date of birth, personal address or contact number of other users
    b. Users are not allowed to distribute images of themselves or others
    c. Users should be polite and use appropriate language. Do not swear or use vulgarities. Do not harass or bully
- You must not use someone else's username to gain access to the school network
- You must not share your password with another.
- You may not attempt to circumvent security of any host, network or account, or penetrate security measures ("hacking") on or accessed through the Spratton Hall School network.
- You must not probe, scan or test the vulnerability of the network or other networks.
- You must not use the network or your own property to access or process inappropriate material and text files, or files dangerous to the integrity of the network
- You must not transmit, re-transmit, publish or store material on or through the Spratton Hall School network which; is bullying, threatening, abusive, hateful, indecent, or defamatory
- You must report any unpleasant material or message sent to you. This report would help protect other pupils and you
- Pupils are not permitted to have personal computers at the school, unless they have properly documented educational needs, where a computer may be used to access Special Education Needs "SEN" services
- Storage media, such as USB sticks/keys, is prohibited at the school
- If a pupil or user account breaches the above rules, their account may be inspected and their access stopped. They may also render themselves liable to sanction from the Headmaster
- Above all, you should be show KINDNESS online

Chromebook Agreement

We are loaning you this computer for the benefit of your child in supporting and developing their education. With this computer your child will be able to build on and enhance their skills, knowledge and understanding.

- The agreement exists between the school and the Named Person who has signed this loan agreement.
- The Chromebook will be loaned to the named person for the duration of the period in which the child is on the roll at Spratton Hall School. A serial number of each Chromebook will be assigned to a pupil and this will be kept on record
- You have been issued with a Chromebook and power supply. These remain the property of Spratton Hall School.
- The computer and the connectivity equipment must not be used for any illegal and/or antisocial purpose.

- All technical support and maintenance must go through Spratton Hall School IT Department.
- If your Chromebook is stolen you must immediately report it to the police and get a crime reference number. Immediately report this to us; we will make every effort to replace the computer when we are able.
- If your computer is accidentally damaged, immediately contact the IT Dept. We will do our best to repair the damage, if this is not possible, replacement will be on a case by case basis.
- You have a responsibility to take reasonable care to ensure the security of the computer and connectivity equipment.
- You must not decorate or change the external face of the equipment provided in any way, including affixing stickers.
- It is required that a padded sleeve for the Chromebook should be purchased to ensure it is protected from damage.

Remote Learning (if necessary)
- Pupils are unable/may not attempt to call, chat or set up private groups between each other on Google Meet
- Pupils are unable/may not attempt to start or record a meeting/lesson
- Pupils are not permitted to share recorded videos/lessons made by teachers
- Pupils should think carefully about what is acceptable language with regards to what they type and post
- Live lesson recordings should never be exported outside of Spratton Hall School
- Pupils must hang up at the end of the lesson once instructed to do so. The teacher is responsible for ensuring the meeting is closed