

# **ANNUAL PUPIL ICT ACCEPTABLE USE AGREEMENT: INCLUDING NETWORK, INTERNET, MOBILE PHONE, FACE TO FACE (F2F) TEACHING AND ONLINE HOME LEARNING USE**

**Author: SWD, MC, JM, AKJ, AS**

**Last Reviewed: June 2022**

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## **General Use**

The school provides ICT Systems and internet access to pupils primarily for use in connection with studies. Pupils may also use their own mobile phones at designated times and, by special permission, laptops, tablets and smart watches. This policy agreement applies to all these devices as relevant. **PLEASE SIGN AND RETURN THE FINAL SHEET.**

### **You must not:**

- tell anyone your password
- access pornographic, obscene, violent, racist, other similar or illegal material
- use language, send or put material on any website which may be considered to be obscene, offensive, bullying, threatening, racist or inconsistent with the School's ethos and Anti-bullying policy. This includes all social media sites such as Facebook, Instagram, Snapchat etc.
- post anonymous messages, messages using another's name, start or forward chain letters or e-mails
- violate copyright law - e.g. by downloading copyrighted material, music, video or information without permission
- use file sharing systems
- use the internet for gambling or personal gain
- use the internet for any criminal or other illegal activity
- breach the privacy of pupils or members of staff e.g. photographing, filming, recording or by giving someone else's phone number or email address without their express permission
- reveal personal information including pictures and videos about yourself or others via the network, internet or a mobile phone
- sext
- agree to meet an individual with whom you have initially made contact online
- wilfully damage or steal a computer
- disconnect an item of equipment (including a network cable)
- deliberately introduce any form of malware
- download and install programs without prior permission
- gain or attempt to gain unauthorised access to other computers at the school or in any other location
- connect a personal laptop or tablet to the network without specific permission from a member of staff
- log-on using another pupil's user name

**You may also use the internet and ICT systems, out of school hours, for personal use, but must follow the constraints as above.** In addition when accessing the internet for personal use you must take care that your internet usage does not slow down access of those that are doing school work. Specifically, while others are still working you may not: download large files (e.g graphics, music or video), watch streaming video or play on-line games.

## Concurrent Learning

In the event that a pupil has to have remote lessons for **covid related reasons** only, in order to maintain their education, we will run concurrent classes for them. That is classes where both face to face learners and virtual learners are present during the lesson.

This would involve a simultaneous TEAMS lesson being run alongside the regular classroom lesson. This online lesson would be recorded in line with the Wychwood online learning guidelines. This has a great deal of potential in terms of providing continuing education for students if they have to be away from school for an extended period of time due to covid19.. If you have any objection to your daughter being part of a concurrent lesson, we ask that you contact us immediately on [gemma.grahmam@wychwoodschool.org](mailto:gemma.grahmam@wychwoodschool.org).

## Online Learning

### Online home learning & face to face (F2F) sessions:

In addition the rules for online Home Learning are as follows.

- I will only use technology for school purposes as directed by my teacher(s)
- I will only use technology when there is an adult in the house and they know I am using it
- I will not reveal my passwords to anyone
- I will be responsible for my behaviour and actions when using interactive meet apps such as Skype, Zoom or Microsoft Teams. This list is not exclusive of other apps.
- I will make sure my communications with teachers and pupils and others using technology is responsible and sensible
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across such material I will report it immediately to my teacher or my parents
- I will not record, take photos or videos of my classmates or teachers during a F2F session
- I will not adapt, publicise, edit or forward **recorded** lessons and explanations which the teacher has posted to help me, without the express permission of the teacher who posted them
- I understand that when using meet apps my usage can be monitored and logged and made available to the teachers
- I understand that these rules are to keep me safe and that if they are not followed, school sanctions may be applied and my parents contacted.

### Summary Guidelines:

When using F2F technology remember this is an extension of the classroom and you should behave as you would in a classroom. This includes

- video meeting from an environment that is quiet, safe and free from distractions and preferably not a bedroom
- be on time for video meets
- be dressed appropriately – not nightwear or swimwear
- remain attentive
- interact patiently and respectfully with all
- respect the limitations of the technology and take turns to speak
- provide feedback to teachers about your experiences and supply relevant suggestions
- not recording in any form
- leave the session when your teacher asks you to do so

**By signing the Acceptable Use Agreement you agree that pupils:**

- I have read, understood, and will abide by the school's policy concerning acceptable use of ICT systems, including use of the network, internet, mobile phones, personal laptops, tablets, smart watches, face to face (F2F) teaching and online home learning.
- I understand that the school may filter material on the internet and monitor and search my internet and network usage
- I understand that the internet contains material that is beyond the school's control and that even on a filtered system access to inappropriate and unsuitable material may be possible
- I understand that there may be random checks on my network, internet, mobile phone and personal laptop or tablet usage to monitor compliance with the school's policy or where there is reason to suspect abuse
- I understand that I will be responsible for all material placed on a web site for which I am the account holder
- I agree that any material downloaded for an assignment will be listed in a bibliography, clearly acknowledging any directly quoted material and that all downloaded material will be used in an appropriate manner
- I will act responsibly in terms of my actions including the material that I access or send
- I understand that failure to abide by the school's policy on acceptable use will result in disciplinary action being taken including the withdrawal or limiting of access rights
- I understand that if I have a mobile phone and do not abide by the school's policy for its use, then I may no longer be allowed to use it in school until permission is again granted
- I understand that if I have permission to use a personal laptop or tablet and do not abide by the school's policy for its use, then I may no longer be allowed to use it in school until permission is again granted
- I understand that should I carry out any illegal activity the school may advise the appropriate policing agency
- I understand that the school has the right to require me to remove defamatory or derogatory material that I am responsible for uploading to the internet
- If I am unsure of any procedure or policy it is my responsibility to ask.

**In Face to Face (F2F) lessons pupils:**

- Should be online and follow their normal timetable to enable teachers to respond to their needs and queries
- Should check the Remote Learning Folder daily to see the posts for each lesson.
- Must complete all work set
- Should upload completed work to the class note book in their own homework section in a form that staff can mark
- Must use email to initiate communication with individual teachers in order to ask questions
- May respond to one-to-one video meets from teachers when parents have emailed in their reply slip giving permission to say such a meeting is acceptable
- At video meets pupils must be appropriately dressed. It is strongly recommended that video meets should take place in a public room rather than a bedroom
- May not record any lessons or one-to-one video meets in any format
- May not mute, blind or drop others from lessons
- May not eat or drink during lessons.

**PUPIL ICT, NETWORK, INTERNET AND MOBILE PHONE  
ACCEPTABLE USE AGREEMENT  
PLEASE SIGN AND RETURN THIS SHEET**

**Pupil:**

I have read, understood, and will abide by the School's Policy concerning acceptable use of ICT Systems, network, internet, mobile phones and personal laptops and tablets.

I understand that the School may filter material on the internet and monitor internet and network usage.

I understand that the internet contains material that is beyond the School's control and that even on a filtered system access to inappropriate and unsuitable material may be possible.

I understand that there may be random checks on my network, internet, mobile phone and personal laptop or tablet usage to monitor compliance with the School's Policy or where there is reason to suspect abuse.

I understand that I will be responsible for all material placed on a web site for which I am the account holder.

I agree that any material downloaded for an assignment will be listed in a bibliography, clearly acknowledging any directly quoted material and that all downloaded material will be used in an appropriate manner.

I will act responsibly in terms of my actions including the material that I access or send.

I understand that failure to abide by the School's Policy on acceptable use will result in disciplinary action being taken including the withdrawal or limiting of access rights.

I understand that if I have a mobile phone and do not abide by the School's Policy for its use, then I may no longer be allowed to use it in School until permission is again granted.

I understand that if I have permission to use a personal laptop or tablet and do not abide by the School's Policy for its use, then I may no longer be allowed to use it in School until permission is again granted.

I understand that should I carry out any illegal activity the School may advise the appropriate policing agency.

I understand that the School has the right to require me to remove defamatory or derogatory material that I am responsible for uploading to the internet.

If I am unsure of any procedure or policy it is my responsibility to ask.

Full name (please print).....

Signature.....

Date.....

Parent's signature.....

***Please return to the School Secretary by Monday after Exeat.***