



Acceptable use policy for technology

Introduction

Prestfelde recognises that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st Century technology and communication skills. To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviours that students are expected to follow when using technologies in school or when using their iPad on the school site.

- The Prestfelde wireless network is intended for educational purposes.
- All activity over the network or using school technologies will be monitored and retained.
- Access to online content via the network is restricted in accordance with our policies and regulations.
- Students are expected to follow the same rules for good behaviour and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Prestfelde makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the Prestfelde network or other technologies are expected to alert school faculty or administration immediately of any concerns for safety or security.

Using technology at School

Additional technology is intended for use at school each day to enhance and support learning.

The school will run an ICT clinic on a Thursday from 4-5 each week to help with any technical problems pupils may have with accessing the required systems that are in place. Form tutors will monitor use and ensure all devices are connected to the school wifi.

All teachers will establish clear class rules with regard to the use and care of iPads and supervise student use of ICT, in particular internet-based use. The teacher should always be roaming the room to ensure all students are using ICT appropriately. Students will be taught explicitly about digital citizenship, cyber safety and responsible use of ICT resources. Within their planning teachers will create a program which will engage the children in utilising their iPad across all learning areas, when it is the most appropriate tool to achieve the learning outcome.

In addition to teacher expectations, school messages, calendars and timetables may be accessed using the iPad and laptop. Due to certain circumstances e.g. SEN, additional technology, such as a school laptop may be provided by the school to support targeted provision. See Learning Support policy.

Carrying iPads and Laptops

Each student is required to have a protective case which has sufficient padding to protect the iPad and/or laptop from normal treatment and provide a suitable means for carrying the computer within the school. The student must have a suitable protective case before a school laptop is issued to the student.

Hot Spots and 3G

Students are not permitted to connect to the internet using a detected hot spot or 3G account while at school. We will be able to detect this on our network. 3G ipads cost more and are not required by the school.

Charging your technology's battery

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening.

Laptops must be housed and plugged into the secure charging caddy by 6pm each evening to ensure that they are fully charged for the next day. Keeping in mind that this process can take up to 5 hours to fully charge depending on the percentage of battery life remaining.

Screensavers/Background photos

The lock screen of the iPad should be a photo of the student who owns it. This will help us return any lost iPads during the day. Backgrounds can be set by pupils but should fall within what we would regard as an acceptable image.

Photos

Taking photos in class is prohibited unless a teacher expressly gives permission. We expect students to use technology on a way that is safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Sound, Music

On *school-owned iPads* students may not download music from iTunes or any other music sharing site unless directed by or with the permission of a teacher. *On all iPads*, sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Gaming

Students are NOT permitted to use gaming apps during class time. Students may use gaming apps when not in class as long as it doesn't disrupt other students. Teachers always reserve the right to ask students to close their gaming app or to do random "flip checks" during instruction time.

Printing

Printing will be available with the iPad with teacher permission only. Students will be given information and instruction on printing with the iPad at school.

Saving Work

It is the student's responsibility to ensure that work is not lost due to mechanical failure, failure to back-up files or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work; therefore, students should back up all work.

If a child has been given a school laptop to use then they will have a drive (Pupil) on the school system that only they can access along with their teachers.

Network Connectivity

Prestfelde makes no guarantee that the school wireless network will be up and running 100% of the time.

Downloading Apps

Teachers may require students to download apps or iBooks that have application to their specific course content. Some will be sent via our MDM.

Inspection

Students may be selected at random to provide their iPad for inspection.

Web Access

Prestfelde provides students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter (LightSpeed) is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow Prestfelde protocol to alert a member of staff. Parents are encouraged to use the iPad Settings function to limit or disable specific use of their student's iPad.

Email

Prestfelde will provide users with a school account for the purpose of school-related communication. Availability and use may be restricted based on school policies.

When users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown origin; should use appropriate language; and should only communicate with other people as allowed by Prestfelde policy or their teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Collaborative Content

Recognising the benefits collaboration brings to education, Prestfelde may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users e.g. firefly.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Please note no anti-virus software is required on an iPad

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognise that along with valuable content online there is also unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

Users should not plagiarise (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately. As hard as it may be try not to delete such content until a member of staff has seen it.

Cyber-bullying

Cyber-bullying will not be tolerated. Harassing, dissing, denigrating, impersonating, pranking, excluding, and cyber-stalking are all examples of cyber-bullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviours, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber-bullying can be a crime. Remember that your activities are monitored and retained.

Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, mobile phones, videos, movies, and music.

Examples of Acceptable Use

I will:

- Never leave my iPad/laptop unattended and I will know where it is at all times
- Use school technologies for school-related activities
- Follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline
- Treat school resources carefully, and alert staff if there is any problem with their operation

- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online
- Use school technologies at appropriate times, in approved places, for educational pursuits
- Cite sources when using online sites and resources for research
- Recognise that use of school technologies is a privilege and treat it as such
- Be cautious to protect the safety of myself and others
- Help to protect the security of school resources

This is not intended to be an exhaustive list. Users should use their own good judgment when using technologies in school.

Examples of UN-acceptable Use:

- “Jailbreaking” of a school-owned iPad/laptop
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student’s accounts, files, and/or data
- Use of the school’s internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Participation in credit card fraud, electronic forgery or other forms of illegal behaviour
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the Prestfelde web filter through a web proxy, 3G or Hotspot
- Students are not allowed to use another student’s iPad unless given permission
- Illegal installation or transmission of copyrighted materials
- Any action that violates existing School policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Gaming during Class.
- Attempt to find inappropriate images or content

- Engaging in cyber-bullying, harassment, sending sexually explicit photos, arranging to meet someone on-line or disrespectful conduct toward others
- Try to find ways to circumvent the school's safety measures and filtering tools
- Agree to meet someone I meet online in real life
- Use school technologies for illegal activities or to pursue information on such activities
- Attempt to hack or access sites, servers, or content that isn't intended for my use

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies

Limitation of Liability

Prestfelde will not be responsible for damage, harm or theft to student-owned iPads. While Prestfelde employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Prestfelde School will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this acceptable Use Policy may have disciplinary repercussions, including but not limited to:

- Suspension of network, technology, or computer privileges
- Loss of iPad use for a determined period of time (student still responsible for all required work)
- Notification of parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution



PRESTFELDE

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I have read, understand and agree to abide by the terms and conditions of Prestfelde
School technology Policy and Procedures.

Student's signature Date

Parent's signature Date

Please return to Prestfelde School office by Friday 29th September 2017.