



The Blue Coat School

# **ICT ACCEPTABLE USE POLICY (Pupils in KS2)**

This Policy for ICT Acceptable Use was devised by the Director of ICT in consultation with the Senior Leadership Team and colleagues in the School.

Date of Next Review: Lent 2023

## **The Blue Coat School Birmingham Limited**

### **POLICY FOR ICT ACCEPTABLE USE (Pupils in KS2)**

#### **I. INTRODUCTION**

##### **1.1**

The Blue Coat School believes in the educational value of a networked computer system, cloud systems and the Internet and recognises their potential to support and enrich the curriculum and the learning process of its pupils. Our goal is to provide a computer system, cloud systems and Internet access to promote educational excellence by facilitating resource sharing, innovation, and communication. Use of the computer system, cloud systems and the Internet is a privilege and requires responsible use. The use of the computer system, cloud systems and Internet is subject to acceptance of this acceptable use agreement and the rules, regulations and policies of the school.

##### **1.2**

The Internet links computers around the world and provides access to a wide variety of information and resources. The law affecting the Internet is developing and changing regularly. No acceptable use policy could identify each and every inappropriate use of the computer system, cloud systems and/or Internet and so The Blue Coat School will judge whether the use of the computer system, cloud systems and/or Internet is consistent with this acceptable use policy and its decision shall be final. If a user is unsure whether their use of the computer system, cloud systems or Internet is appropriate, the user shall confer with the Director of ICT, ICT Co-ordinator (Pre-Prep) or Estates and Compliance Manager.

##### **1.3**

The implementation of this policy is the responsibility of all members of staff and applies in all areas of the campus.

##### **1.4**

The Blue Coat School reserves the right to modify this ICT Acceptable Use Policy at any time and in any manner.

##### **1.5**

The Blue Coat School Policy for ICT Acceptable Use applies to all pupils in Key Stage 2.

##### **1.6**

The Blue Coat School Policy for ICT Acceptable Use is available for parents on the school website and in Main Reception and the Pre-Prep Office.

#### **2. ACCEPTABLE USE**

##### **2.1**

The computer, cloud systems and Internet access has been established for an educational purpose. The user understands and agrees to the following:

- The use of the system and Internet must be consistent with and in support of the educational goals and objectives of the school's curriculum and mission statement.
- The use of any material in violation of any law is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trademark or trade secret.
- The purchase or sale of any product or service is prohibited unless it is for school use.
- The listing of any advertisements or political materials is prohibited.
- Illegal activities of any kind are prohibited.

### **3. BEHAVIOUR**

#### **3.1**

The user is expected to follow the generally accepted rules of computer use/'Netiquette'. These rules include, but are not limited to, the following:

1. The user must not use the Internet or cloud systems in any way that may bring the school into disrepute.
2. Be polite. Always use the system in an ethical and respectful manner.
3. Use appropriate language.
4. The user shall not reveal their name, home address, personal telephone number or any other personal information unless it is a member of staff making an on-line purchase for school.
5. The user shall not reveal the personal information of any other person.
6. The user shall not disrupt or congest the computer system, cloud systems or Internet in any manner.
7. The user shall not post anonymous messages.
8. The user shall not access, create, or distribute harassing, defaming, discriminatory, abusive, pornographic, fraudulent, obscene, racist, sexist, or threatening material or imagery.
9. The user shall not sign up to any website which has an age limit higher than that of the user.
10. The user shall not attempt to access blocked Internet sites.
11. The user shall only use school approved, licensed software and shall not use other programs or applications or download any information without permission.
12. The user shall not use the account or password of another user or attempt to impersonate any other person.
13. Confidential information shall not be transmitted over the Internet unless it is by a member of staff making an on-line purchase.
14. The user shall report any known or suspected misuse of the computer system, cloud systems and/or Internet.
15. The user shall not make any false complaints against any other user.
16. The user shall not access any Social Media unless access has been approved by the Director of ICT/ Estates and Compliance Manager.
17. The user shall not use the Internet in any way which may tease, bully or threaten any other user or cause offence, upset or discomfort in any way. This includes, but is not limited to, electronic communication such as text, instant message, e-mail, SMS, and MMS; and uploaded content such as YouTube and Vimeo. Any such misuse may result in a user having their network logon suspended.

### **4. SERVICES**

#### **4.1**

The school makes no warranties of any kind, whether express or implied, with respect to the use of the computer system, cloud systems and/or Internet. Use of any information obtained through the use of the computer system, cloud systems and/or Internet is at the user's own risk. The Blue Coat School does not accept any responsibility for accuracy of information obtained through the Internet or for any damage a user may suffer as a result of use of the computer system, cloud systems and/or Internet, including but not limited to, loss of data or interruption of service. The Blue Coat School is not responsible for any financial obligations arising from the unauthorised use of the computer system, cloud systems and/or Internet.

### **5. SECURITY**

#### **5.1**

Security on any computer system and cloud systems is a high priority. If a user identifies a security problem, the user shall notify the Director of ICT or Estates and Compliance Manager immediately, without discussing it or showing it to another person. Any user identified as a security risk may have their network account suspended.

## **6. VANDALISM**

### **6.1**

Vandalism includes, but is not limited to, any attempt to harm or destroy the computer system, cloud systems, hardware, software, or data of the school, another user or of any other agency or network that is connected through the Internet. Vandalism will result in a user's network account being suspended and may involve a referral to the appropriate law enforcement agencies.

## **7. PASSWORDS**

### **7.1**

A user of the computer network understands that the password chosen/given is for personal use only and shall not be shared with any other person. The password may be changed by the Estates and Compliance Manager or ICT Administrator at any time according to the needs of the school. Additionally, password changes are enforced every 90 days. There is also a lockout policy set which will lock out a user after five failed log in attempts. This will expire after 30 minutes of inactivity or if manually unlocked by an administrator.

## **8. MONITORING**

### **8.1**

The computer system, cloud systems and all communications and information transmitted by, received by, or stored in the computer system and cloud systems including E-Mail, are the property of the school. A user should not expect that their use of the computer system, cloud systems and Internet is private. The school has the right, at any time, to access, monitor, and disclose any and all use of the computer system, cloud systems and Internet, including but not limited to back-up files, E-Mail messages and the transmission, receipt or storage of information in the computer as it deems necessary. Monitoring will be conducted regularly to ensure system integrity and to ensure that all users are using the computer system, cloud systems and Internet responsibly.

## **9. BRING YOUR OWN DEVICE (BYOD) – USE ONSITE**

### **9.1**

With the increasing use of mobile phones and tablets, the school is aware of their potential to connect to the school network or to connect to the Mobile 3/4/5G network. A user should abide by the ICT Acceptable Use Policy while on the school premises and only use devices in accordance with it. This covers all geographical areas of the school including the houses, library areas and the playing fields.

### **9.2**

A pupil found to be using a mobile and/or tablet device other than school devices may have the device confiscated from them. Suspension of the child's school network logon may also occur.

### **9.3**

Any device found to be accessing the school network in an unauthorised manner may be disabled remotely and/or confiscated by any member of staff.

## **10. TERMINATION**

### **10.1**

The Blue Coat School has the right at any time to terminate or suspend any user's access to, and use of, the computer system, cloud systems and/or the Internet.

## **11. RESPONSIBILITY**

### **11.1**

A user understands that the computer system, cloud systems and Internet is to be used only for educational purposes. Any violation of the terms of this acceptable use agreement may result in the

suspension or loss of computer system, cloud systems and Internet privileges, disciplinary action or appropriate legal action.

## **12. RELATED POLICIES, MONITORING AND POLICY REVIEW**

### **12.1**

This Policy should be read in conjunction with other related whole school policies including: Online Safety; Social Media; Anti-Bullying; Behaviour Management and Exclusions and Safeguarding and Child Protection.

### **12.2**

This ICT Acceptable Use Policy will be presented to the Governors' Safeguarding, Health and Safety Committee for approval annually. The minutes of this meeting will be presented to the Governors.

# Rules for Responsible Use of Technology

*The School provides Chromebooks, iMacs, iPads and other technology to help with our learning. We all need to respect the equipment and to use it responsibly. This will keep everyone safe and help us to be fair to others!*

## Use of Technology

1. I am only allowed to access the School computer systems and online accounts with my own logins and passwords;
2. I may not access files, directories or the accounts of other pupils or teachers;
3. I must remember that the School's computer system security has to be respected at all times;
4. I must remember to log off after I have used a School device;
5. I must remember to return and to plug in a School device after use.

## Working Online

1. I may only use the Internet to access online learning resources or websites that have been approved by the School;
2. I must report any unpleasant or threatening material to a teacher because this will help protect other pupils and myself;
3. I must remember that when I copy information from websites, I should acknowledge this where appropriate (copyright material);
4. I must understand that my online activity is monitored by the school;
5. I am not allowed to access Social Media while at school.

## Communicating Online

1. I may only send polite and responsible messages to others;
2. I must report any unpleasant messages I receive because this will help to protect myself and others;
3. I must understand that the messages I send or receive are monitored by the school and may be read by members of staff;
4. I may only send messages to people I know, or to people my teachers have approved;
5. I must not put my home address or phone number (or those of anyone else) on messages or share any personal information or photographs of myself or others;
6. When in School I must never arrange to meet people outside School hours and must inform a teacher immediately if I am contacted by someone I don't know.

N.C. Hill – Director of ICT  
Reviewed and Updated September 2021

Child's name: \_\_\_\_\_ Parent's signature: \_\_\_\_\_

Child's signature: \_\_\_\_\_ Date: \_\_\_\_\_