

The Blue Coat School

ICT ACCEPTABLE USE POLICY (Pupils in Prep)

Approved by the Governors' Safeguarding, Health and Safety Committee

Signed: _____

(H Andrews – Chair of Safeguarding, Health and Safety Committee)

Date: _____

This Policy for ICT Acceptable Use was devised by the Director of ICT & Digital Innovation and the Estates & Operations Manager in consultation with colleagues in the School.

Date of Next Review: Lent 2027

The Blue Coat School Birmingham Limited

POLICY FOR ICT ACCEPTABLE USE (Pupils in Prep)

1. 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 pupil is unsure whether their use of the computer system, cloud systems or Internet is appropriate, the pupil shall confer with the Director of ICT & Digital Innovation, ICT Co-ordinator (Pre-Prep) or Estates and Operations 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 Policy for ICT Acceptable Use applies to all pupils in Key Stage 2.

1.5

The Blue Coat School Policy for ICT Acceptable Use is available for parents on the school website.

2. ACCEPTABLE USE

2.1

The computer, cloud systems and Internet access has been established for an educational purpose. The pupil 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

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

1. All Prep pupils are expected to sign the Responsible Use of Technology agreement and the BCS Digital Learning Pupil Agreement annually.

2. The pupil must not use the Internet or cloud systems in any way that may bring the school into disrepute.
3. Be polite. Always use the system in an ethical and respectful manner.
4. Use appropriate language.
5. The pupil 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.
6. The pupil shall not reveal the personal information of any other person.
7. The pupil shall not disrupt or congest the computer system, cloud systems or Internet in any manner.
8. The pupil shall not post anonymous messages.
9. The pupil shall not access, create, or distribute harassing, defaming, discriminatory, abusive, pornographic, fraudulent, obscene, racist, sexist, or threatening material or imagery.
10. The pupil shall not sign up to any website which has an age limit higher than that of the pupil.
11. The pupil shall not attempt to access blocked Internet sites.
12. The pupil shall only use school approved, licensed software and shall not use other programs or applications or download any information without permission.
13. The pupil shall not use the account or password of another pupil or attempt to impersonate any other person.
14. Confidential information shall not be transmitted over the Internet unless it is by a member of staff making an on-line purchase.
15. The pupil shall report any known or suspected misuse of the computer system, cloud systems and/or Internet.
16. The pupil shall not make any false complaints against any other pupil.
17. The pupil shall not access any Social Media unless access has been approved by the Director of ICT & Digital Innovation or the Estates and Operations Manager.
18. The pupil shall not use the Internet in any way which may tease, bully or threaten any other pupil 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 pupil 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 pupil'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 pupil 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 pupil identifies a security problem, the pupil shall notify the Director of ICT & Digital Innovation or Estates and Operations Manager immediately, without discussing it or showing it to another person. Any pupil 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 pupil or of any other agency or network that is connected through the Internet. Vandalism will result in a pupil's network account being suspended and will be dealt with in accordance with the Behaviour Management and Exclusions Policy.

7. PASSWORDS

7.1

A pupil 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 Operations 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 pupil 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 pupil 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 pupils are using the computer system, cloud systems and Internet responsibly. Any device which is connected to the school network, managed or unmanaged, is automatically filtered and monitored by the school filter: <https://www.securly.com>.

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 4/5G network. A pupil 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 Hubs, library areas and the playing fields. Any device which is connected to the school network, managed or unmanaged, is automatically filtered and monitored by the school filter: <https://www.securly.com>.

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 pupil's access to, and use of, the computer system, cloud systems and/or the Internet.

11. RESPONSIBILITY

11.1

A pupil 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.

Responsible Use of Technology

The School has provided me with an iPad, keyboard case, Skriva Pen and Headphones to help with my learning. I will respect the equipment and use it responsibly and respectfully.



Use of Technology

- I will keep my usernames and passwords safe and will only access my own accounts.
- I will only access files and folders that belong to me or are shared with me.
- I will always respect the security of the School's computer systems.
- I will always check my iPad is locked and secure when not in use.
- I will use all items of school technology respectfully and with care.



Working Online

- I understand that my online activity is monitored by the School.
- I will only access online learning resources that have been approved by the School.
- I will tell a teacher straight away if something appears on my iPad screen that upsets me.
- I will report any unpleasant or threatening material to a teacher.
- I will remember that online content I copy and use is subject to copyright laws.



Communicating Online

- I understand that all messages I send or receive are monitored by the School.
- I will be polite and kind when communicating with others and take responsibility for what I write.
- I will report any unpleasant messages I receive because this will help to protect myself and others.
- I will never share inappropriate links, media or other information with others.
- I will only use and share personal information and media when it is appropriate to my learning.

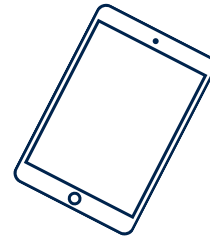
Signed: _____

Date: _____













The Blue Coat School
Founded by the Church of England in 1722

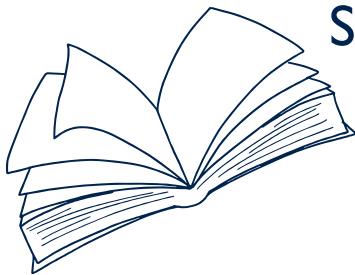


BCS Digital Learning Pupil Agreement

As a learner, I agree to...



-  Look after my iPad carefully at all times.
-  Charge my iPad and stylus every night and bring them into school with me every day, unless I have been told not to.
-  Always keep my iPad in its case and store it in my bag when I am travelling between classes.
-  Only take my iPad out in class or at home - not in the playground or when walking between lessons or when travelling to and from school.
-  Follow all instructions given to me by my teacher about the iPad and only use it as instructed.
-  Only use my iPad to take photographs or record audio or video footage with the clear and explicit permission of everyone involved.
-  Not to reveal my password to anyone else with the exception of a parent or a carer.
-  Immediately report any damage, loss or theft which happens in school to a member of the teaching staff.



Signed: _____

