OAK Multi Academy Trust – Digital Technology Acceptable and Responsible Use Policy

The policies, procedures and information within this document applies to all digital devices used in school. Teachers and other school staff may also set additional requirements for use within their classroom.

This Acceptable and Responsible Use Policy is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal, and recreational use.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

User responsibilities

- Always use the school's IT systems and the internet responsibly and for educational use only.
- Always have a passcode/password set on the iPad/network machine and do not share this with others.
- Do not share private information such as name, address, etc without the permission of a teacher.
- Always tell a teacher/trusted adult immediately if you find any material that is upsetting, distressing or that may harm others.
- Always log off (or lock iPad) or shut down a computer when finished working on it.
- iPad – Users must use protective covers/cases for their iPad
- iPad – The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop nor place heavy objects (books, laptops, etc.) on top of them.
- iPad – Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.
- iPad – Do not subject the iPad to extreme heat or cold.
- iPad – Do not store or leave unattended in vehicles.
- iPad – Users may not photograph, video or record any other person, without teacher's consent.
- iPad – The iPad is subject to routine monitoring by the school. Devices must be surrendered immediately upon request by any member of staff.

- iPad - The school is not responsible for financial or other losses from any personal files that may be deleted from an iPad or school-provided online storage. Reasonable precautions have been taken to prevent the loss of academic content/work by asking children to upload their work to Showbie (the online digital workbook) that utilises cloud storage to keep it safe and secure.
- iPad - Only charge the iPad using the plug and cable provided, ask if you need help.
- Users in breach of the Acceptable and Responsible Use Policy may be subject to but not limited to; disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity.

Safeguarding and maintenance
- iPad - iPad batteries are required to be charged and be ready to use in school for a full day.
- iPad - Syncing the iPad to iCloud or similar will be maintained by a school administrator.
- iPad - Items deleted from the iPad cannot be recovered.
- iPad - Memory space is limited. Devices should only be used to store academic content.
- iPad - The whereabouts of the iPad should be known at all times.
- iPad - It is a user's responsibility to keep their iPad safe and secure.
- iPad - iPads belonging to other users are not to be tampered with in any manner.
- iPad - If an iPad is found unattended, it should be given to the nearest member of staff.

Lost, Damaged, or Stolen iPads
- If the iPad is lost, stolen, or damaged, the IT Technicians and appropriate member of staff must be notified immediately.
- Where the iPad/laptop is believed to have been stolen, the incident should be reported to the police and a crime reference number should be obtained within 24 hours.
- If the iPad/laptop is believed to have been lost or stolen, reasonable steps should be taken to find it including, but not limited to, tracking of the device through the relevant features. Follow the steps referenced in the 'Home/School Agreement'.

Prohibited Uses (Not an exhaustive list):
- Accessing Inappropriate Materials - All material on the iPad/network computer must adhere to the Acceptable and Responsible Use Policy. Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit content/materials.
- Gaming - use of devices to access gaming sites unless expressly allowed as part of a learning activity is prohibited.
- Illegal Activities - Users must not use the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- Violating Copyrights - Users are not allowed to have music or install apps on their iPad.
- Cameras - Users must use good judgement when using the camera. The user agrees that the camera will not be used to take inappropriate, illegal, or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of cameras in toilets or changing rooms, regardless of intent, will be treated as a serious violation.

- Sharing - Posting of images/movies on the Internet or into any public forum is strictly forbidden, without the express permission of the Teacher or, in the case of staff use; a member of the Senior Leadership team.
- Safeguarding - users will not be able to meet anyone online

Further use controls:

- Images of other people may only be made if instructed by a teacher and with the explicit permission of those in the photograph.
- Use of the camera and microphone is strictly prohibited unless permission is granted by a teacher.
- Misuse of Passwords, Codes or other Unauthorised Access: Users will be set a passcode/password on their iPad/computer to prevent other users from misusing it.
- Any user caught trying to gain access to another user's accounts, files or data will be subject to disciplinary action.
- Malicious Use/Vandalism - Any attempt to destroy hardware, software or data will be subject to disciplinary action.
- iPad Jailbreaking - Jailbreaking is a process which removes any limitations placed on the iPad by Apple. Jailbreaking results in a less secure device and is strictly prohibited.
- Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions.
- Users should be aware of and abide by the guidelines set out by the school Online Safety policy.

iPad - The school reserves the right to confiscate and search an iPad to ensure compliance with this Acceptable Use Policy.

Personal devices -

- Students must not use personal devices (eg mobile phones) during school time, at clubs or other activities organised by the school, without a teachers permission.

Parents/carers - must understand that their child is responsible for their actions, both in and out of school:

- The school also has the right to act if their child is involved in incidents of inappropriate behaviour, that are covered in this agreement, and other policies, when they are out of school and where it involves their membership of the school community (examples would be cyberbullying, use of images or personal information).
- If their child fails to comply with this Acceptable and Responsible Use Policy, they lose access to the school network/internet, contact with parents may be made, and, in necessary cases, the involvement of the police may be required.

Additional notes for staff, governors, volunteers or visitors (all items above apply unless expressly for pupils):

When using the school's IT systems and accessing the internet on a school device, users will not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material);
- Use them in any way which could harm the school's reputation;

- Use any improper language when communicating online, including in emails or other messaging services;
- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network;
- Share their password with others or log in to the school's network using someone else's details;
- Take photographs of pupils without permission or in the case of additional adults, checking with teacher first;
- Share confidential information about the school, its pupils or staff, or other members of the community;
- Access, modify or share data they're not authorised to access, modify or share; and
- Promote private businesses, unless that business is directly related to the school.

Users understand and agree that:

- They must only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.
- The school will monitor the websites they visit and the use of the school's ICT facilities and systems.
- They will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.
- They will let the Designated Safeguarding Lead (DSL) and ICT manager know if a pupil informs them that they have found any material which might upset, distress or harm them or others, and will also do so if they encounter any such material.
- They will always use the school's ICT systems and internet responsibly, and ensure that pupils in their care do so too.