

# Townsend Church of England School

## INTERNET, ELECTRONIC MAIL, LEARNING PLATFORM, VIRTUAL LEARNING ENVIRONMENT, DATA AND IMAGE USAGE

ICT and the related technologies such as the internet and email are an important part of teaching and learning in our school. We expect all students to be responsible for their behaviour when using ICT and the internet. It is essential the students are aware of eSafety and know how to stay safe when using any ICT.

Students are expected to discuss this policy with their parent/carer and then to sign and follow the eSafety rules. Any concerns or explanations can be discussed with a member of the ICT subject team.

### Acceptable Use Statement

The computer system is owned by the school and is made available to students to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school's "Acceptable Use" Policy has been drawn up to protect all parties - the students, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

All parents/carers and students will need to read and sign acceptance of the **Acceptable Use Statement**

- I will only use ICT systems in school, including the internet, e-mail, digital video, mobile technologies, etc. for school purposes.
- I will not download or install software on school technologies.
- I will only log on to the school network, other school systems and resources using my own user name and password.
- I will not reveal my passwords to anyone other than my parent/carer
- I will not use my personal email address or other personal accounts on school IT equipment and will only use my school email address for school related communications.
- I understand that everything I search for, access, post or receive online can be traced now and in the future. My activity can be monitored and logged and if necessary shared with teachers, parents/carers and the police. I know it is essential that I build a good online reputation.
- I will not deliberately browse, download, upload or forward material that could be considered offensive, extreme or illegal. If I accidentally come across any such material I will report it immediately to a member of staff.
- I will never post photographs, videos or livestream without the permission of all parties involved.
- I will not upload any images, videos, sounds or words that could upset, now or in the future, anyone else as this is cyberbullying
- I will not give out my own or others' personal information such as name, phone number, home address, interests, school or clubs or any personal image. I will report immediately any request for personal information to a member of staff if I am in school or parent/carer if I am not in school.

- I will not arrange to meet anyone without my parent/carers permission
- I will be respectful to everyone else online; I will treat everyone the way that I should want to be treated. I will ensure that all my online activity, both in and outside school, will not cause distress to anyone or bring the school into disrepute.
- I will not respond to hurtful behaviour online but will report it. I have the right to block and will say no to any inappropriate or upsetting request.
- I will respect the privacy and ownership of others' work online and will adhere to copyright at all times.
- I will not attempt to bypass the internet filtering system of the school
- I will not assume new technologies can be brought into school and will check with staff before bringing in any device.
- I will not lie about my age in order to sign up for age inappropriate games, apps or social networks.
- I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not send to students, teachers and/or others material that could be considered offensive or illegal.
- Images of pupils and/ or staff will only be taken, stored and used for school purposes by students in line with school policy and not be distributed outside the school network.
- I will not download files from the internet into my personal areas.
- I will not enter "chat/social" rooms unless instructed to do so by a member of staff for educational purposes.
- I will not use the school technology for personal financial gain, gambling, political purposes or advertising.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer may be contacted. If I break the law the police may be informed.
- I will not use social media to bring the school or its staff or other pupils into disrepute or to harm or offend them.

All **email accounts** and **personal areas** are monitored by the school. Anybody found to be infringing any of the above rules will have their technology access rights immediately terminated and may face disciplinary action.

#### **DATA AND IMAGE USE**

If you do not wish your child to be included in any photographs used on the Townsend School web site, in other school publications, social media, Instagram, in press releases or photographs around the school, please write directly to the Head Teacher.