

## 1. Introduction

1.1 The Trust recognises that acceptable use of ICT resources offers educational benefits and can enhance learning. Therefore, use of ICT devices and networks are a planned part of the curriculum. It is used in a variety of ways depending upon the nature of the material and the age of the pupils.

1.2 This policy forms part of a wider set of policies intended to safeguard pupils and ensure appropriate use of ICT. Other policies which may be read alongside this are listed in Section 11.

## 2. Scope

2.1 This ICT Acceptable Use policy has been developed for pupils to ensure that ICT is used respectfully and safely, whilst still providing a maximum benefit to their education.

2.2 Trust staff also have a responsibility to ensure that pupils are using ICT correctly. It is expected that parents follow the social media guidance within this policy and that they support the Trust in ensuring that their children do not mistreat or misuse ICT within the Academy.

2.3 'ICT' covers a range of technology, equipment and networks, including but not exclusive to; computer hardware, networks and personal mobile phone devices.

2.4 An academy may chose to supplement this policy with a specific home/academy agreement which confirms that pupils/students and their parents have read and understood their responsibilities under this policy.

## 3. Purpose

3.1 The main purpose of this document is as follows:

- To provide an awareness of the potential risks of ICT, and how best to avoid these;
- To safeguard pupils within the Academy;
- To protect Trust devices, equipment and networks from damage;
- To ensure that the maximum educational potential is gained from the use of ICT;
- To ensure that responsible conduct is adhered to when using ICT.

## 4. Use of ICT devices

4.1 Pupils are provided access to numerous ICT devices in our academies. It is expected that these devices are used responsibly and respectfully.

4.2 If an academy permits the use of pupils own electronic devices as part of their learning under a Bring Your Own Device (BYOD) policy, pupils/students would be expected to follow the academy-specific BYOD policy.

4.3 The use of external media such as USB sticks is discouraged.

## 5. Security

5.1 Pupils must protect their logon credentials and must not reveal their password to anyone.

5.2 Pupils must only access the system under their own username and password.

## **6. Vandalism**

6.1 Vandalism is a malicious attempt to harm or destroy equipment and data. This includes uploading and creating computer viruses. Any attempt to vandalise ICT property will result in disciplinary action.

## **7. Internet and E-Mail Usage**

### **7.1 Pupil responsibilities**

7.1.1 It is not permitted to use ICT for inappropriate or illegal purposes.

7.1.2 Internet use may be monitored, and inappropriate and/or illegal activity is strictly prohibited. If misuse is discovered, or any illegal interaction takes place, this is likely to be referred to the appropriate authority such as the police.

7.1.3 No applications or services accessed by users may be used to bring the academy or Trust into disrepute.

7.1.4 Copyright laws must be followed, and any attempts at plagiarism or cheating will be dealt with under the academy behaviour policy.

7.1.5 It is forbidden for pupils to use the internet to order goods and services.

7.1.6 Pupils are not permitted to access non-educational games and media online. This includes chat services and social media sites.

7.1.7 Pupils are forbidden from removing safety filters from Internet Search engines.

7.1.8 Pupils are forbidden from downloading executable, music and video files without staff permission.

7.1.9 Where applicable, pupils may be provided with an Academy email address. Use of this email address to send or receive any email containing inappropriate material or sending large volume emails (spamming) is forbidden.

7.1.10 Each academy email system is owned by the Trust and any mail arriving at this email system is the electronic property of the Trust. The email system may be monitored and interrogated by the ICT Support Services team.

7.1.11 Students and pupils participating in live streaming sessions will be expected to follow the guidance issued – Using Office 365 for remote learning – Guidance for parents and pupils – Annex A

### **7.2 Staff responsibilities**

7.2.1 Pupils using the internet during lesson time will be supervised by an adult.

- 7.2.2 Staff should be particularly vigilant when pupils are undertaking their own internet searches.
- 7.2.3 Websites that are pre-selected for pupil use should be checked by staff prior to the pupils accessing them.
- 7.2.4 Pupils will be taught how to use the internet safely.

## **8. Cyberbullying**

- 8.1 The Trust recognises the potential for cyberbullying to take place when the use of ICT is introduced. Cyberbullying is a form of bullying and harassment through electronic devices.
- 8.2 Pupils must not engage in any form of cyberbullying and any incidences will be dealt with as a disciplinary matter in accordance with the relevant Academy Behaviour and Anti-bullying Policy.
- 8.3 Pupils are encouraged to report any incidents of cyberbullying to a member of staff at the Academy.
- 8.4 Further guidance for pupils and parents can be found on the Academies website under 'E-Safety'.

## **9. Social Media for Parents and Pupils**

- 9.1 It is expected that parents do not post photos, videos or comments that include other children within the Academy. Further guidance can be found in Trust policy – Photography and image sharing.
- 9.2 Any complaints or concerns should be raised directly with the Academy and follow the proper procedures as opposed to being posted on social media. Please see the Complaints Policy for further information.
- 9.3 Pupils should not access social media on academy devices or on their own devices during academy time.
- 9.4 Pupils should not make inappropriate comments about the academy, teachers, staff or other children.
- 9.5 For information on staff social media conduct, please see the Social Media Policy.

## **10. Misconduct and Standards**

- 10.1 Inappropriate use of ICT can result in this being withdrawn and disciplinary measures being implemented

## **11. Related policies**

- Academy Online safety policy
- Academy Child Protection and Safeguarding policy
- ICT Acceptable Use – Staff
- Social Media policy
- Photography and image sharing
- Academy specific Home/academy agreement or "expectations" document

## 12. Policy status and review

<b>Written by:</b>	Head of Governance and Admissions
<b>Owner:</b>	Data Protection Officer
<b>Status:</b>	V1 = approved V2 - Approved
<b>Approval date:</b>	9 May 2019 FRC V2 = Chair FRC 23-09-2020
<b>Review Date:</b>	2021

# Using Office 365 for remote learning

## Guidance for Parents and Pupils

Dear parent/carer,

In response to COVID-19 and the possible local or national lockdowns, school closures or the need for isolation, the academy will continue to provide education. This may include remote streamed live lessons.

This use of technology is an important new development, and something we're really excited about. It means we can be confident teaching and learning can continue in an engaging way, and we hope act to minimise the educational impact of any further Covid-19 measures.

This new way of working will require all staff and pupils to think carefully about how they interact with one another virtually, in order to make sure learning is as safe and effective as it can be. In order to facilitate that, please find below is a list of expectations of all pupils taking part in live lessons. Please support us by ensuring that you read this guidance carefully and talk to your child about it.

- Please ensure your child joins their session in a shared space where you can monitor them. Ideally a living or dining room, they must not be joining Microsoft Teams from their bedroom.
- Please ensure your child is dressed appropriately, in clothing that may be worn on a home clothes day. No pyjamas.
- Be mindful that other pupils might see or hear anything in the background. Encourage your child to have a plain background, blur or set their background to an appropriate still picture.
- Your child may be asked to mute their microphone or turn their cameras off. This will be decided on a lesson by lesson basis; please follow the requests of the teachers.
- Your child must not instigate a call with any teachers.
- Your child is not permitted to record or screenshot sessions.
- Parents and children should not be using a student login to gain access to the contact details of teachers or other students.
- The University of Brighton Academy Trust will only use Microsoft Teams to deliver live lessons to your child.
- Pupil attendance will be recorded during these sessions.
- Parents and children must not use Microsoft Teams for anything other than the scheduled sessions/lessons. It is not to be used for any non-school related activity.
- When asked to participate via voice or text chat, your child should always use appropriate language making sure not to cause offence to others.
- Microsoft Teams is not to be used if your child wishes to 'chat' online to a friend outside of the scheduled sessions/lessons.
- Any misuse of any of our online services will be seen as a serious breach of the Academy's behaviour policy and referred directly to the Designated Safeguarding Leads, including the Principal.

If you do not consent for your child taking part in live streaming lessons, then please contact the academy immediately.