

St Richard's Catholic College

Pupil/Parent Acceptable Use of Technology Policy



The Policy was approved by the Governing Body: September 2023

Chair of Governors:

Principal:

The Governing Body will review the policy in September 2024

Pupil Acceptable Use of Technology Policy Agreements (including Remote Learning) for St Richard's Catholic College

I understand that St Richard's Catholic College's Acceptable Use Policy Agreement will help keep me safe online at home and at school.

The Agreement

This Acceptable Use Agreement is intended to ensure:

- that all pupils at St Richard's Catholic College 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 at risk. Pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- In the unlikely event that I have arranged to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me. (St Richard's Catholic College does not recommend any pupil arranging to meet people in this way unless as part of an educational visit with an authorised member of staff e.g. Digital Leaders Scheme)
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- I understand that the school internet filter is there to protect me, and I will not try to bypass it.
- I will make sure that my internet use is safe and legal, and I am aware that online actions have offline consequences.
- I know I must always check my privacy settings are safe and private.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school systems or devices for on-line gaming, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me and:

- I will not access or change other people files, accounts, or information.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I know that bullying in any form (on and offline) is not tolerated and I know that technology should not be used for harassment.
- I will not take or distribute images of anyone without their permission.
- I will write emails and online messages carefully and politely as I know they could be forwarded or seen by someone I did not intend.
- I understand that it may be a criminal offence or breach of the school policy to download or share inappropriate pictures, videos, or other material online. I also understand that it is against the law to take, save or send indecent images of anyone under the age of 18.
- I will always think before I post, I know that text, photos or videos can become public and impossible to delete.

I understand that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school.

- I will not use my own personal devices (mobile phones / USB devices etc) in school
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that St Richard's Catholic College also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action in line with the school's Pastoral Care & Behaviour Management policy. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Remote Learning

These expectations are in place to help keep me safe when I am learning at home using Google Meet.

- When taking part in a live lesson I understand that I must take part in lessons from somewhere appropriate at home (not in my bedroom) with limited distractions and I must wear appropriate clothing;
- I will ensure backgrounds of videos are neutral and personal information/content is not visible;
- I will attend lessons in a shared/communal space or room with an open door and/or where possible when I can be supervised by a parent/carer or another appropriate adult.
- I understand that my teachers may mute my microphone and I should wait for them to unmute it rather than unmuting it myself;
- I understand that I should communicate with my teacher through pre-arranged live lessons or using school email;

- I will not record teacher audio or video presentations, nor will I take screenshots or photos of teachers or other pupils;
- I will not share or distribute any of the teacher presentations and online teaching resources;
- I will not edit any of the teaching resources made available except for my own personal use;
- I will not take, use, share, publish or distribute images of others without their permission;
- I will not share any access links to these remote learning sessions with others;
- If I am concerned about anything that takes place during remote learning, I will inform a suitable adult;
- I understand that I must behave online as I would in a classroom.
- I understand that inappropriate online behaviour or concerns about my safety during remote learning will be taken seriously. This could include not being able to access these lessons, parents/carers being informed or contact with the police if a criminal offence has been committed;
- I will only use the chat feature for work related discussion
- I have read and talked about these rules with my parents/carers.

Pupil Acceptable Use Agreement Form

This form relates to the Pupil Acceptable Use Agreement, to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.
- I use my own equipment out of the school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, VLE, website etc.

Child's Name..... **Child's Signature**

Class..... **Date**.....

Parent's Name.....

Parent's Signature..... **Date**.....

Acceptable Use of Technology Template Statements and Forms for Parents/Carers

- I have read - and discussed with my child the pupil Acceptable Use of Technology Agreement Policy (AUP) for St Richard's Catholic College and understand that this AUP will help keep my child safe online;
- I understand that the AUP applies to my child's use of St Richard's Catholic College devices and systems on site and at home, and personal use where there are safeguarding and/or behaviour concerns;
- I am aware that the use of St Richard's Catholic College devices and systems may be monitored for safety and security reason to keep my child safe. This monitoring will take place in accordance with data protection, privacy, and human rights legislation
- I understand that my child needs a safe and appropriate place to access remote learning if St Richard's Catholic College is closed in response to Covid-19 or if my child needs to self-isolate at home. I will ensure my child's access to remote learning is appropriately supervised. When accessing video learning, I will ensure they are in an appropriate location (e.g. not in a bedroom) and that they are suitably dressed
- I give permission for my child/ren to access Google Meet.
- I give permission for my child to participate in live lessons with their form teacher and subject teachers;
- I understand that I will be asked for permission by the subject teacher (via email) if my child needs a 1:1 live lesson (e.g. for Learning Support, EAL etc.);
- I understand that any 1:1 live lessons will be recorded and saved on the school server and kept in accordance with data protection;
- I give permission for my child to submit work and upload work related videos to their teacher;
- I understand that the school will take every reasonable precaution, including implementing appropriate monitoring and filtering systems, to ensure my child is safe when they use school devices and systems. I understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet or if my child is using mobile technologies
- I give permission for my child's work to be used on school Social Media Account;
- I am aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.
- I understand that the school will contact me if they have concerns about any possible breaches of the AUP or have any concerns about my child's safety.
- I will inform the school or other relevant organisations if I have concerns over my child's or other members of the school community's safety online.
- I understand that if my child fails to comply with this Acceptable Use Policy Agreement, they may be subject to disciplinary action in line with the school's Pastoral Care and Behaviour Management policy. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.
- I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

- I will support the school online safety approaches and will discuss this agreement and the pupil agreement with my child. I will use appropriate parental controls and will encourage my child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.
- I understand that I must have returned this Consent for Remote Learning Form before my child can take part in any Remote Learning.

Child's Name..... **Child's Signature**

Class..... **Date**.....

Parent's Name.....

Parent's Signature..... **Date**.....

This policy works alongside St Richard's Catholic College Online Policy, which also incorporates the acceptable use of technologies, staff, pupil and parent relationships/conduct and communication.

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. At St Richard's Catholic College we believe in teaching our pupils about Digital Resilience and the education of pupils in online safety is therefore an essential part of our school's online safety provision. Children and young people need the help and support of the school to recognise and avoid online safety risks and build their resilience.

Please refer to our Online Policy for further information on Roles and Responsibilities, Education, Data Protection and Technical Infrastructures

Policy Aims:

- To provide and deliver an enriching curriculum remotely
- To do so safely and with consideration of online dangers
- To continue to promote good relationships and conduct between all members of the school community.

General Expectations for All Staff and Governors

- All staff must be aware of and understand their responsibilities when delivering remote lessons
- All staff must be aware of the following policies and procedures:

Safeguarding and Child Protection Policy
Online Policy and Staff Acceptable Use Policy
Behaviour policy
Staff Code of Conduct
Social Media Policy
Friendship and Anti-Bullying Policy

- Mrs Philippa Hoyle, Teaching and Learning Lead will ensure that staff know the expectations for virtual learning and provide training for staff with video tutorials to ensure that good quality provision is provided.
- Mr Mike Hollingsworth, Director of ICT Services will assist staff with any technological problems and further training.
- The DSL, Mrs Emma Dann, will identify any safeguarding concerns raised through MyConcerns regarding staff or pupils and act accordingly as per normal procedures.
- The DSL will provide a list of pupils considered vulnerable to help inform the actions of staff who are offering remote pastoral care, relevant staff will be in regular contact with those pupils.
- Staff are aware that online bullying is a safeguarding issue and that any incidents of this must be reported to the DSL as per St Richard's Catholic College Safeguarding procedures.
- Staff will report any safeguarding concern to the DSL MyConcerns.
- Staff will report any suspected misuse or problem to the DSL or Safeguarding Team for investigation / action / sanction
- Staff will ensure all their pupils and parents have understood and returned the Pupil/Parent Acceptable Use Policy Agreements.
- Staff will provide remote pastoral care, passing on any academic or pastoral matters as necessary to the Pastoral Leaders or Mrs Dann (DSL).
- Staff will make provisions for those families who have limited facilities or resources to access the remote learning.
- It is best practice that staff will guide pupils to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches., e.g. Google Images.
- All staff will be mindful of the added pressure that remote learning can add to any household and, in particular, in a household with more vulnerable children.
- SEN teachers will provide assistance to teachers who require help to differentiate and will ensure contact with pupils and their parents who are likely to require further assistance.
- This also applies to EAL staff.
- Form/class teachers will make regular contact with their pupils and parents via school email accounts/logins or where necessary by phone.
- All remote learning and any other online communication will take place in line with current St Richard's Catholic College confidentiality expectations;
- 1-1 Live Lessons need to be pre-arranged, with written parental consent given and 2 adults need to be present. Where these sessions may be necessary they must be recorded and saved to Google Drive where this can be reviewed at any time.
- When recording videos and for Live Lessons staff must wear appropriate clothing.

- Any computers used for such recordings or Live lessons should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Live Clinics should be recorded and backed up on Google Drive, so that if any issues were to arise, the video can be reviewed.
- Language must be professional and appropriate, including any family members in the background

Responsibilities of Parents and Pupils for Live Lessons/meetings with school staff:

- Parents must have understood and returned the Consent for Remote Learning Form/AUP before they can take part in a virtual lesson/live session.
- A pre-agreed email detailing the session expectations will be sent to those invited to attend.
- Pupils must take part in the lesson from somewhere appropriate at home with limited distractions and in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/carer.
- Pupils should only communicate with the teacher through pre-arranged live lessons or via school email and ideally parents should be copied into this correspondence.
- Pupils can have their microphones muted by a member of staff and should wait for the teacher to unmute them rather than unmuting themselves.
- Pupils must not record teacher audio or video presentations or take screenshots or photos of teachers and other students
- Pupils must not share or distribute any of the teacher presentations and online teaching resources
- Pupils must not edit of any of the teaching resources made available except for their own personal use
- Breach of any of the above could result in removal from the lesson, access to online content removed and an appropriate sanction set in line with the Behaviour for learning policy
- Pupils must behave online as they would in their classrooms. In the event of a teacher deeming any behaviour inappropriate they reserve the right to remove the pupil from the lesson and give drills as per our usual behaviour policy.
- Pupils and Parents must be aware that St Richard's Catholic College takes online bullying very seriously and will respond as per our Friendship and Anti-Bullying Policy to any incidents of this nature.
- Parents must be aware that there are lots of people offering support to parents for home schooling via groups and live streams across a multitude of platforms. This unfortunately could be seen as an opportunity for unsavoury characters to find their way to young people
- Alternative approaches and/or access will be provided to those who do not have access.