Le Murier Student ICT Policy

At Le Murier, teaching students to be good and safe lifelong digital citizens is an important part of our curriculum.

This policy is designed to help you to understand the importance and responsibility you have when using both school hardware devices, applications and the internet at home or school.

You will have the opportunity to talk through this policy with your tutor at the start of each year. It will also be displayed in your tutor room at all times.

When using school ICT accounts in or out of school, did you know?

- School can see everything that is created and accessed, locally or via the internet, through your Google account
- School can see the time, date and with Police intervention, the location of any activity which occurs within a school Google account
- School has a duty to report inappropriate activity to the relevant authorities

The following rules are made to protect and keep you and others safe whilst using your school online accounts.

Student use of school devices and online learning platforms:

- Accounts will only be used to access, create, amend, store or share school related content for school work purposes
- All student accounts will be protected with a unique password
- Students will always log out of school accounts after accessing them from any device, this includes students with 1:1 devices.
- Students will not share their passwords with other students
- Students will not sign into another students accounts

Student use of school technology hardware:

- Students will use technology in school carefully and respectfully
- Students will not willfully damage or tamper with any piece of school technology

Use of photos/videos/audio by students

- When using camera/video/ipad only lesson/subject related content may be taken or recorded.
- Cameras etc may not be taken into unsupervised areas, toilets etc
- Photos/videos may only be taken on school devices whilst in school. Students own devices are permitted whilst on residentials, with the consent of the lead teacher.

What will happen if I do not follow these rules?
We want you to enjoy all the exciting opportunities that technology can bring to your learning. However, if the rules around respectful usage of hardware, apps and the internet are not followed, school will take action. This is to ensure that all students, staff and equipment are kept protected and safe.

One or more of the following can happen:

1. Parents/Carers will be informed
2. School will complete a log which will be kept on file
3. Relevant authorities may also be informed in serious cases of mis-use (eg Police)
4. Your account may be suspended for an agreed period of time, any work delivered electronically will need to be done on paper **OR** work will be accessed on a separate desktop, away from your group, with staff supervision.
5. If you are a member of computer club, this will be suspended for an agreed period of time
6. Consequences as part of the schools behaviour policy will be activated

Supporting the Safeguarding of yourself and others:

- You are responsible for keeping your Google account safe. Leaving it logged in means anyone could create or send documents pretending to be you.
- You are responsible for managing your Google password. If you think someone might know your password, come to Miss Richards and she will change it for you.
- If settings on devices have accidentally or knowingly been tampered with, you must report to the ICT Lead Teacher
- If a student becomes aware of, or is a bystander or witness to any inappropriate activity, or is uncomfortable about something they have seen or heard, they should report it to either Mr Childs or Miss Richards. This is to help keep you safe.

Please remember, if you are unsure about anything you see online, Mr Childs or Miss Richards will always be available for you to come and talk to.