

Ingleby Manor Free School & Sixth Form

“Smart” Technology and ICT Acceptable Use Policy

(Smart technology refers to any device that may be used to take photos, record audio, record video, make voice calls or upload data to the internet.)

This policy is part of a group of policies including the school Safeguarding, Child Protection and Data Protection Policies.

Adopted 25th January 2016

Next Review Date January 2017

Please Note: *Smart watches of any description are strictly forbidden in school

1. Purpose

1.1. The increasingly widespread ownership of smart technology amongst young people requires that school staff (employed by the school on any basis), students, parents and carers take steps to ensure that smart technology is used responsibly at school. This Acceptable Use Policy is designed to ensure that potential issues involving smart technology can be clearly identified and addressed, ensuring the benefits that smart technology provide (such as increased safety) can continue to be enjoyed by everyone.

1.2. Ingleby Manor Free School has agreed the following Acceptable Use Policy for smart technology that aims to provide staff, students, parents and carers with clear guidelines and instructions for the appropriate use of smart technology during school hours.

1.3. Students and their parents or carers must *read and understand and sign* the Acceptable Use Policy as a condition upon which permission is given to bring any smart technology to school.

1.4. The Acceptable Use Policy for smart technology also applies to students during school excursions, camps and extracurricular activities both on the school site, on school buses and during off-site visits.

2. Rationale

2.1. The school recognises that personal communication through smart technologies is an accepted part of everyday life but that such technologies need to be used well.

2.2. Ingleby Manor Free School accepts that parents/carers give their children smart technology to protect them from everyday risks involving personal security and safety. There is also increasing concern about commuting long distances to school. We acknowledge that providing a child with a smart phone gives parents reassurance that they can contact their child if they need to speak to them urgently before arrival at school or after they have left the building or alighted from school buses.

2.3. Any urgent communication once on school premises must be made via the school office or, if on a school trip, via the teacher in charge.

3. Responsibility of Parents/Carers and Students

3.1. It is the responsibility of students who bring smart technology to school to abide by the guidelines outlined in this document.

3.2. The decision to provide smart technology to their children should be made by parents or carers. It is the responsibility of parents or carers to understand the capabilities of the smart technology and the potential use/mis-use of those capabilities. For example, parents and carers are reminded that uploading of explicit images is a criminal offence.

3.3. Parents or carers should be aware that if their child takes any smart technology to school we must assume that household insurance provides the required cover in the event of loss or damage. The school cannot accept responsibility for any loss, damage or costs incurred due to its use.

3.4. Parents or carers are reminded that in cases of emergency, the school office remains a vital and only appropriate point of contact and will ensure your child is reached quickly in a relevant and appropriate way.

4. Acceptable Uses

4.1. Smart technology must be switched off and kept either in a school bag or locker whilst on the school premises. Parents or carers must, in cases of emergency, contact the school office so that we are aware of any potential issue and may make any necessary arrangements.

4.2. Smart technology must not be used in any manner or place that is disruptive to the normal routine of the school or in any way that infringes the privacy of other students or staff at the school or in any way that puts student safety at risk. At no time do students have the right to record or photograph anyone on school premises – the school holds permissions from parents and carers to use images and, of course, other students have no idea whether this permission has been given or withheld for personal reasons. A criminal offence may have been committed if an image is published online without written permission.

4.3. The school recognises the importance of emerging technologies present in modern smart technology e.g. camera and video recording, internet access, MP3 and MP4 playback, blogging, etc. As part of our wider curriculum provision students will learn about appropriate and safe use of these technologies in a safe and structured environment.

Unacceptable Usage

4.4. The Bluetooth function of any smart technology must be switched off at all times and not be used to send images or files to other smart technology devices or cloud based server.

Cyber Bullying

4.5. Using smart technology to bully and/or threaten other students is unacceptable whether this happens during the school day or otherwise. Cyber bullying will not be tolerated. In some cases it can constitute criminal behaviour. If the use of technology humiliates, embarrasses or causes offence, it is unacceptable regardless of whether 'consent' was given.

4.6. It is forbidden for students to "gang up" on another student and use any smart technology to take audio files, videos and pictures of acts to denigrate and humiliate that student and then send the pictures or audio files to other students or upload it to a website for public or restricted viewing. This also includes using mobile phones to record, photograph or film any student or member of staff without their consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages, picture messages and emails can be traced.

5. Theft or damage

5.1. Students should mark any smart technology clearly with their names.

5.2. Students who bring any smart technology to school should leave it in their bag or locker when they arrive. To reduce the risk of theft during school hours, students who carry any smart technology are advised to keep this well concealed and not 'advertise' the item.

5.3. Any smart technology that is found in the school will be handed to the office and must be collected by a parent or carer.

5.4. The school accepts no responsibility for replacing lost, stolen or damaged smart technology.

5.5. The school accepts no responsibility for students who lose or have any smart technology stolen while travelling to and from school.

5.6. It is strongly advised that students use passwords/pin numbers to ensure that any technology cannot be used by other people.

6. Sanctions

6.1. Students seen using smart technology will have this removed by staff. If any smart technology is being used inappropriately the student must give it to a staff member when instructed immediately.

6.2. Any smart technology removed from students as a result of misuse must be collected by a parent or carer by prior arrangement with the school office.

6.3. Repeated infringements of this policy may result in a ban on bringing any smart technology to school.

6.4. Any actions involving smart technology which put student progress or safety at risk will be subject to the school's positive conduct sanctions, up to and including permanent exclusion.

6.5. Any actions involving smart technology which put staff work or safety at risk will be subject to the school's positive conduct sanctions, up to and including permanent exclusion.

7. Monitoring and Evaluation

7.1. This policy will be monitored throughout the academic year via the SIMS behaviour incident log.

7.2. The Standards and Progress committee and the designated Assistant Principal will review this policy annually.



Declaration

This declaration must be signed and returned to school

I have read, understand and agree to the "Smart" Technology Acceptable Use Policy

Parent/ Carer of.....(Print Name)

Signed.....(Parent or Carer)

Date.....

I have read, understand and agree to the "Smart" Technology Acceptable Use Policy

Signed.....(Student)

Date.....