



## Acceptable use of technology policy

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Document Reviewed by:	K. McCarthy	E. Preston
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Goal: To empower students who have SEND with essential digital skills, while safeguarding their online safety and promoting responsible, inclusive, and ethical technology use.

## 1. Introduction

Technology at ARTS Education empowers learning and expression, but alongside these opportunities comes the responsibility to use it safely and ethically. Our acceptable use policy ensures everyone benefits from a positive and inclusive tech environment. We champion responsible online citizenship, promoting respectful communication, cyber safety awareness, and the protection of personal information. We encourage creativity and exploration, setting clear boundaries for appropriate content and applications. Ultimately, our goal is to equip students with the digital skills and critical thinking needed to thrive in a technology-driven world, all while prioritising respect, responsibility, and well-being for everyone.

## 2. General Principles

- **Safeguarding:** All technology use must prioritise the safety and well-being of students, staff, and visitors. This includes protecting against online risks such as cyberbullying, grooming, and exposure to inappropriate content.
- **Accessibility:** Technology should be accessible and inclusive for all students, regardless of their individual needs or disabilities. We will provide appropriate assistive technologies and support to ensure everyone can participate fully.
- **Respect:** All users must treat each other with respect and courtesy online and offline. This includes respecting individual differences, privacy, and intellectual property.
- **Responsibility:** Users are responsible for their online actions and the consequences of their choices. This includes using technology responsibly, ethically, and in accordance with this policy.

## 2. Students Acceptable use of technology for school electronic devices

All students are obligated to adhere to the following regulations governing their use of school internet and non-internet connected electronic devices.

- Use school computers safely and responsibly at all times.
- Know there is safety software in school which monitors and blocks internet site visits where appropriate (see filtering and Monitoring policy for details).
- Tell staff immediately if a computer or other device is not working.
- Only play games on school devices if you have permission from staff.
- Only take appropriate photographs or videos using school equipment (e.g. cameras) if permitted as part of a lesson.
- **Tell a member of staff immediately about any unpleasant material or messages on the computer, or anything that makes you feel uncomfortable.**
- Never upload photographs, videos or audio of students, staff, or visitors to school onto the Internet.
- Never copy school photographs or videos to use outside school.
- Never download or try to download software, music, or videos from the internet in school (installation of any software is disabled on student accounts; see filtering and Monitoring policy for details)
- Never send personal communications e.g. emails or texts while in school or on school activities. Sending emails and texts on personal equipment (e.g., smart phones, iPads, wearable tech) is FORBIDDEN.
- Never use other students/teacher's accounts or copy anyone's work and call it your own.
- Never use a machine logged on under another username. If you find a machine has been left logged on by someone else, let a member of staff know and ensure they help you to log out.
- Never bring in software from home and try to use it on school equipment (installation of any software is disabled on student accounts; see filtering and Monitoring policy for details).
- Never access social networks or chat rooms in school (Social networking sites are generally blocked see filtering and Monitoring policy, paragraph 10. Web Filtering for details).
- Never give your name, home address or telephone number to anyone on the Internet or in any e-mail or arrange to meet anyone out of school.
- Never use computers to bully or threaten anyone.

All pupils, parents/carers, staff, volunteers and governors are expected to read and agree to the acceptable use of the school's ICT systems and the internet (see appendix

1 for students, parents and carers and appendix 2 for staff, governors and visitors). Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

Use of the school's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

We will monitor the websites visited by pupils, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above and restrict access through filtering systems where appropriate.

### **3. Monitoring and Reporting**

The school has the right to monitor internet traffic and device usage to ensure the safety and well-being of students. Any inappropriate or illegal activity will be reported to the appropriate authorities. (Please see the current Monitoring and Filtering Policy for further details)

### **4. Personal Electronic Devices in school - Students**

The following points regarding personal electronic devices in school are non-negotiable due to their direct implications for student and staff safeguarding.

- Students are required to turn off their mobile phones and hand them in on arrival at school where they will be stored in the school's reception. Staff will allow students access to their mobile phone if required throughout the school day to contact home. Mobile phones are then to be handed back to the student on leaving school at the end of the school day.
- Electronic devices such as smartwatches, airpods, ipads, Nintendo Switches, MP3 players, Voice recorders etc are also required to be turned off on arrival at school and stored in the schools reception along with the mobile phones. Electronic devices are then to be handed back to the student on leaving school at the end of the school day.

### **5. ARTS Educations expectations for parents and carers**

- Accept and support everything contained within this document on behalf of their child.
- Discuss internet safety issues with their child and ensure that they are fully aware of the risks of internet use and of school policy with regard to the same.

- Accepted in accordance with 'The Education Act 2012' school has the right to search and or delete anything from personal devices if they believe illegal activity has taken place.
- Ensure that they NEVER UPLOAD photographs and/or videos of students of ARTS Education (other than their own) onto any website including any social media site such as Facebook, Twitter etc outside of school.
- Never use their phones or social media on their own devices while on school premises or while helping on school visits.
- Always raise queries, concerns and complaints directly with the school rather than posting them on social media – whether on their own pages, in closed groups (e.g. groups set up for school parents to communicate with each other) or on the school's pages.
- Never post anything personal or malicious about the school or any member of the school community.

## **6. ARTS Educations expectations for Staff**

- Notify Safeguarding Lead/Deputy if a child or parent sends a friend request on social media.
- Notify Safeguarding Lead/Deputy if a child who is new to the school and his/her family members are known to you personally and you have social media contact with them
- Use their school email address when communicating with parents/carers.
- Never discuss any matters about school, students, parents or other staff members, or post photos of school events on personal social media.
- Ensure their online behaviour is appropriate for an educational professional and does not bring themselves or the school into disrepute.
- Use the tightest privacy settings possible on their personal devices.
- Not use social media on school devices, or on personal devices while on the school premises.
- Downloading or uploading unauthorised software, music, movies, or other copyrighted material.
- Engaging in personal online activities (shopping, social media, gaming) during work hours.
- Connecting personal devices to ARTS Education's network without proper security measures in place.
- Sharing login credentials or other confidential information with unauthorised individuals.
- Not make any recordings or notes of meetings on personal devices without gaining permission from all participants and a senior member of staff.

- Meeting notes are created and shared by authorised personnel using designated platforms and procedures. Staff must not create their own personal recordings or notes of meetings unless explicitly authorised.
- Save any information or data relating to the school to a personal laptop, all items should be saved to the ARTS Education drive.
  - All information relating to ARTS Education, including details about staff, students, parents, governors, finances, operations, and strategies, is considered confidential. Staff are prohibited from saving, sharing, or disclosing any such information without explicit authorization. This applies to all forms of communication, including personal devices, social media, and external conversations.

**Breach of this policy may lead to disciplinary action.**

## **7. Searching and Confiscation**

Please see Behaviour policy for further information inline with our below guidelines

Please note that Student Searching is only carried out in severe cases and not something that is decided on lightly, ARTS Education will follow the government guidance as outlined here:

<https://www.gov.uk/government/publications/searching-screening-and-confiscation>

The headteacher, and any member of staff authorised to do so by the headteacher, can carry out a search and confiscate any electronic device that they have reasonable grounds for suspecting:

- Poses a risk to staff or pupils, and/or
- Is identified in the school rules as a banned item for which a search can be carried out, and/or
- Is evidence in relation to an offence

Before a search, if the authorised staff member is satisfied that they have reasonable grounds for suspecting any of the above, they will also:

- Make an assessment of how urgent the search is, and consider the risk to other pupils and staff. If the search is not urgent, they will seek advice from The head teacher and/ or DSL's)
- Explain to the pupil why they are being searched, how the search will happen, and give them the opportunity to ask questions about it
- Seek the pupil's co-operation

If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL / headteacher / other member of the senior leadership team to decide on a suitable response. If there are images, data or files on the device that staff reasonably suspect are likely to put a person at risk, they will first consider the appropriate safeguarding response.

Where there is belief that a device contains inappropriate material that would be considered a Safeguarding and or criminal concern they will not delete the material, and the device will be handed to the police or another appropriate body as soon as reasonably practicable.

If a staff member **suspects** a device **may** contain an indecent image of a child (also known as a nude or semi-nude image), they will:

- **Not** view the image
- Confiscate the device and report the incident to the DSL (or equivalent) immediately, who will decide what to do next. The DSL will make the decision in line with the DfE's latest guidance on [screening, searching and confiscation](#) and the UK Council for Internet Safety (UKCIS) guidance on [sharing nudes and semi-nudes: advice for education settings working with children and young people](#)

Any searching of pupils will be carried out in line with:

- The DfE's latest guidance on [searching, screening and confiscation](#)
- UKCIS guidance on [sharing nudes and semi-nudes: advice for education settings working with children and young people](#)

## 8. Monitoring and Evaluation

We review the effectiveness of our policy and practices yearly through student feedback, parent feedback and staff reflection.

## 9. Conclusion

We encourage all students and parents/carers to read this policy carefully and discuss its key points. Working together, we can ensure that technology is a positive and empowering tool for all students at ARTS Education.

## 10. Additional Resources

- Searching, screening and confiscation in schools: <https://www.gov.uk/government/publications/searching-screening-and-confiscation>
- Childnet International: <https://www.childnet.com/>
- NSPCC Online Safety: <https://www.nspcc.org.uk/keeping-children-safe/online-safety/>
- UK Safer Internet Centre: <https://www.saferinternet.org.uk/>

**Appendix 1 - Acceptable use of school's ICT Systems and internet agreement form - students/parents and carers.**

**ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS**

**Name of pupil:**

**I will read and follow the rules in the acceptable use agreement policy.**

**When I use the school's ICT systems (like computers) and get onto the internet in school I will:**

- Always use the school's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission
- Keep my usernames and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer
- Tell a teacher (or sensible adult) immediately if I find any material that might upset, distress or harm me or others
- Always log off or shut down a computer when I've finished working on it

**I will not:**

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Create, link to or post any material that is pornographic, offensive, obscene or otherwise inappropriate
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

**If I bring a personal mobile phone or other personal electronic device into school:**

- I will not use it during lessons, tutor group time, clubs or other activities organised by the school, without a teacher's permission
- I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online

**I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.**

**ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS**

**Signed (pupil):**

**Date:**

**Parent/carer's agreement:** I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

**Signed (parent/carer):**

**Date:**