



BLESSED TRINITY COLLEGE

ICT & Mobile Phone / Device
Acceptable Use Policy (Students)

SEPTEMBER 2020

ICT and Mobile Phone / Device - Acceptable Use Policy (Students)

RATIONALE

New technologies have become integral to the lives of children and young people in today's society, both within school and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning for students. They also bring opportunities for staff to be more creative and productive in their work.

The widespread ownership of mobile phones among young people requires that schools, students, parents/carers take steps to ensure that mobile phones are used responsibly. Blessed Trinity College accepts that parents/carers give their children mobile phones to protect them from everyday risks involving personal security and safety. It is acknowledged that providing a child with a mobile phone gives parents reassurance.

While recognising the benefits of ICT including social networks, such as Facebook, Twitter and Instagram for new and exciting forms of communication, this policy sets out the principles that staff and students are expected to follow when using ICT facilities in school to access the internet as well as mobile phone / other device use.

The use of e-learning platforms has become much more prevalent recently within the educational field (e.g. Google Classroom), it is essential that all normal acceptable usage protocols outlined in this policy are followed when using such platforms.

PURPOSE

This Acceptable Use Policy is intended to ensure:

- that staff will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
- that College ICT systems and staff users are protected from accidental or deliberate misuse in their everyday work that could put the security of the systems and users at risk
- that staff are protected from accidental or deliberate breach of the College's Safeguarding and Child Protection Policy
- that students will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
- that college ICT systems and student users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- that students are protected from accidental or deliberate breach of the College's Safeguarding and Child Protection Policy, regarding their own and other students' welfare
- that potential issues involving mobile phones/other devices can be clearly identified and addressed

THE COLLEGE WILL TRY TO ENSURE THAT STUDENTS WILL HAVE GOOD ACCESS TO ICT TO ENHANCE THEIR LEARNING AND WILL, IN RETURN, EXPECT THE STUDENTS TO AGREE TO BE RESPONSIBLE USERS.

GUIDELINES FOR STUDENTS

It is the responsibility of students who bring mobile phones/own devices to school to abide by the guidelines outlined in this document. Respect for ourselves and consideration of others is our guiding principal. Students must have their parents'/carers' permission to have a mobile phone/own device in school in the form of a signed copy of this policy.

Acceptable Uses

Mobile phones should be switched off and kept out of sight while on the school premises

Exceptions may be permitted only in exceptional circumstances if the parent/carer specifically requests it. Such requests will be handled on a case-by-case basis and should be directed to the appropriate Head of Year. Parents/carers are reminded that in cases of emergency, the school office remains the appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

Students should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.

The school recognises the importance of emerging technologies present in modern portable devices. In the future, teachers may wish to utilise these functions to aid teaching and learning.

Unacceptable Uses of Mobile Phones and ICT facilities

Unless express permission is granted, mobile phones and ICT facilities **should not be used to make calls**, send SMS messages, surf the internet, take photos or use any other application during school lessons and other educational activities, such as assemblies, unless directed by the teacher. Mobile phones are only to be used in the event of an emergency and with permission from a member of staff.

The Bluetooth function of a mobile phone must be switched off at all times and not be used to send images or files to other mobile phones.

Mobile phones **must not disrupt classroom lessons** with ringtones, music or beeping.

Using mobile phones or the internet, to bully and threaten other students, is unacceptable and will not be tolerated.

It is forbidden for students to use their mobile phones/other devices to take videos and pictures of other students or staff without their consent and then send the pictures to other students or staff or upload it to a website for public viewing. It is a criminal offence to use a mobile phone/internet to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

Mobile phones/other devices are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.

Unacceptable Uses of Social Media

Students must not use ICT facilities or mobile phones to access social media and the internet in any way to attack, insult, abuse or defame other students or any member of staff. Students must not use social media in a way that brings disrespect to our school. Photographs, videos or any image of students, staff or any member of our school community must not be published on a personal or public web space without prior permission from the school. Students and the wider school community should not post images or videos from school trips on any social media site. Social network sites should never be accessed within school.

Theft or damage

Students should mark their mobile phone clearly with their names. Mobile phones/other devices that are found in the school and whose owner cannot be located should be handed in at reception. The College accepts no responsibility for replacing lost, stolen or damaged mobile phones/own devices. The College accepts no responsibility for students who lose or have their mobile phones/own devices stolen while travelling to and from school. It is strongly advised that students use passwords/pin numbers to ensure that unauthorised access/phone calls cannot be made on their school login account or mobile phones (e.g. by other students, or if stolen). Students must keep their student password/pin numbers confidential. Mobile phones and/or passwords should not be shared. Students should respect all College ICT equipment and ensure that it is 'left as found' showing consideration towards other users. Any damage caused or noted should be reported immediately to the class teacher.

Sanctions

Students who infringe the rules set out in this document could face having their phones/devices confiscated by teachers – **each instance will be recorded on LM by the teacher involved.**

Upon infringement of this policy:

PROCEDURES IF PHONE OBSERVED DURING THE SCHOOL DAY

- **In the 1st instance**, a mobile phone/device will be **confiscated** by the teacher and taken to reception for storage. The student can collect the phone at 3.05pm from reception.
- **In the 2nd instance**, a confiscated mobile phone / device will only be returned to a parent/ carer by **appointment with the Head of Year**
- In the case of **repeated instances** and a blatant disregard for the policy guidelines, a confiscated mobile phone/device will only be returned to a parent/carer by **appointment with the Year Group Assistant Vice Principal.**
- **Serious incidents will be reported to the relevant member of staff and may supersede actions stated above.** Any deliberate damage caused to College ICT facilities will be treated as serious. For serious breaches of this policy, the College *may* employ sanctions such as detention, suspension or expulsion.
- It should be noted that the College will report any matters to the police which are subject to illegal misuse of mobile phones, social media or ICT facilities in relation to school.



ACCEPTABLE USE POLICY - STUDENT AGREEMENT FORM

I understand that I must use college ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. My mobile phone will be switched off and out of sight in college.

- I will not disclose personal information about myself or others.
- I will report any unpleasant or inappropriate material.
- I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity.
- 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 take or distribute images of anyone without their permission.
- I will only use my personal hand held / external devices (mobile phones / USB devices etc.) in college if I have permission, in the same way as if I was using college equipment.
- I will not upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings. I will respect all equipment and leave as found.
- I will not access or try to access chat and social networking sites within college.
- 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.
- I understand that the 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 college and where they involve my membership of the college 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. This may include loss of access to the college network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

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

- ✓ **I use the college ICT systems and equipment (both in and out of college)**
- ✓ **I use my own equipment out of college in a way that is related to me being a member of this college e.g. communicating with other members of the college, accessing college email, VLE, website etc.**

Name of Student _____ Class _____

Parent / Carer _____ Date _____

Advice for Parents: Parents are advised not to post pictures of students on social networking sites or post malicious/fictitious comments regarding our school community. Parents should make complaints through official channels