Eastern Multi-Academy Trust
Empower - Motivate - Aspire - Transform

Policy	ICT Use (for pupils)
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Date of Approval	December 2017
Approved by	Board
Review date	July 2020

This policy should be read in conjunction with the individual academy's ICT Teaching & Learning, Safeguarding and eSafety policies.

Student Access to the Internet

The Trust and each of its Academies encourage use by pupils of the rich information resources available on the Internet, together with the development of appropriate skills to analyse and evaluate such resources. These skills will be fundamental in the society our pupils will be entering.

On-line services significantly alter the information landscape for education by opening classrooms to a broader array of resources. In the past, teaching and library materials could usually be carefully chosen. All such materials would be chosen to be consistent with national policies, supporting and enriching the curriculum while taking into account the varied teaching needs, learning styles, abilities and developmental levels of the pupils. Internet access, because it may lead to any publicly available site in the world, will open classrooms to electronic information resources which have not been selected by teachers as appropriate for use by pupils.

Electronic information research skills are now fundamental to preparation of citizens and future employees during the coming Information Age. The Trust expects that staff will begin to investigate possibilities and blend use of such information as appropriate within the curriculum and will provide guidance and instruction to pupils in the appropriate use of such resources. Staff will consult the ICT Line Manager for advice on content, training and appropriate teaching levels consistent with the Academy's ICT programme of study.

Independent student use of telecommunications and electronic information resources is not advised and will only be permitted upon submission of permission and agreement forms by parents/carers of pupils and by pupils themselves or in line with the Academy's Bring Your Own Device practice.

Access to on-line resources will enable pupils to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The Academy believes that the benefits to pupils from access to information resources and increased opportunities for collaboration exceed the disadvantages. But ultimately, parents/carers and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Academy supports and respects each family's right to decide whether or not to apply for independent access.

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The Academy's ICT Line Manager/Subject Lead will prepare appropriate procedures for implementing this policy and for reviewing and evaluating its effect on teaching and learning.

Academy Procedures

Resource Development
In order to match electronic resources as closely as possible to the national and Academy curriculum, teachers need to review and evaluate resources in order to offer "home pages" and menus of materials that are appropriate to the age range and ability of the group being taught. The ICT Line Manager/Subject Lead will provide appropriate guidance to pupils as they make use of telecommunications and electronic information resources to conduct research and other studies. All pupils will be informed by staff of their rights and responsibilities as users, before their first use, either as an individual user or as a member of a class or group.

As much as possible, the Academy's chosen information provider has organised information resources in ways that point pupils to those that have been reviewed and evaluated prior to use. While pupils may be able to move beyond those resources to others that have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Pupils may pursue electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

Academy Rules
The Academy has developed a set of guidelines for Internet use by pupils. These rules will be made available to all pupils, and kept under constant review.

All members of staff are responsible for explaining the rules and their implications. All members of staff need to be aware of possible misuses of on-line access and their responsibilities towards pupils.

Student Guidelines for Internet Use

General
Pupils are responsible for good behaviour on the Internet just as they are in a classroom or an Academy corridor. General Academy rules apply.

The Internet is provided for pupils to conduct research and communicate with others. ***Parent/carers' permission is required and acceptable use agreements must be in place for each pupil***. Remember that access is a privilege, not a right and that access requires responsibility.

Individual users of the Internet are responsible for their behaviour and communications over the network. It is presumed that users will comply with Academy standards and will honour the agreements they have signed.

Computer storage areas and memory sticks, etc will be treated like Academy lockers. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers or disks would always be private.

During the Academy day, teachers will guide pupils toward appropriate materials.

Outside of 'school' hours, families bear responsibility for such guidance, as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

1. sending or displaying offensive messages or pictures
2. using obscene language
3. harassing, insulting or attacking others
4. damaging computers, computer systems or computer networks
5. violating copyright laws
6. using others' passwords
7. trespassing in others' folders, work or files
8. intentionally wasting limited resources
9. accessing, or attempting to access, inappropriate sites including, but not limited to, those displaying pornographic (both soft and hard) material.

Sanctions

1. Violations of the above rules will result in a temporary or permanent ban of Internet use.
2. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
3. When applicable, police may be involved.

Who is responsible for compliance?

The Local Governing Body/IEB and academy Principal is responsible for compliance with this policy.