



**Inspiring Futures  
through Learning**

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**Digital Technology  
Acceptable and Responsible Use Policy**

September 2023 to September 2024



<b>Policy name:</b>	Digital Technology Acceptable and Responsible Use Policy
<b>Version:</b>	V1
<b>Date relevant from:</b>	September 2023
<b>Date to be reviewed:</b>	September 2024 <i>This policy will be reviewed every year unless legislation dictates otherwise. Recent changes in Legislation will need to be read and used to review this Policy.</i>
<b>Role of reviewer:</b>	IFtL Digital Technology and Accessibility Lead
<b>Statutory (Y/N):</b>	Y
<b>Published on website*:</b>	1A

<b>Policy level**:</b>	1
<b>Relevant to:</b>	Everyone associated with IFtL schools and departments
<b>Bodies consulted:</b>	Trustees
<b>Approved by:</b>	IFtL Board of Trustees
<b>Approval date:</b>	29 <sup>th</sup> August 2023

**Key:**

**\* Publication on website:**

IFtL website		School website	
1	Statutory publication	A	Statutory publication
2	Good practice	B	Good practice
3	Not required	C	Not required

**\*\* Policy level:**

1. Trust wide:
  - This one policy is relevant to everyone and consistently applied across all schools and Trust departments with no variations.
    - o *Approved by the IFtL Board of Trustees.*
2. Trust core values:
  - This policy defines the values to be incorporated fully in all other policies on this subject across all schools and Trust departments. This policy should therefore form the basis of a localised school / department policy that in addition contains relevant information, procedures and / or processes contextualised to that school / department.
    - o *Approved by the IFtL Board of Trustees as a Trust Core Values policy.*
    - o *Approved by school / department governance bodies as a relevantly contextualised school / department policy.*
3. School / department policies
  - These are defined independently by schools / departments as appropriate
    - o *Approved by school / department governance bodies.*



## **Digital Technology Acceptable and Responsible Use Policy**

The policies, procedures and information within this document applies to all digital devices used in school. Teachers and other school staff may also set additional requirements for use within their classroom.

### **This Acceptable and Responsible Use Policy is intended to ensure:**

- That young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal, and recreational use.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

### **User responsibilities**

- Users must use protective covers/cases for their iPad/laptop.
- Always have a passcode/password set on the iPad/laptop and do not share this with others.
- The iPad/laptop screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop nor place heavy objects (books, laptops, etc.) on top of them.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad/laptop screen.
- Do not subject the iPad/laptop to extreme heat or cold.
- Do not store or leave unattended in vehicles.
- Users may not photograph, video or record any other person, without that persons' explicit consent.
- The iPad/laptop is subject to routine monitoring by the school. Devices must be surrendered immediately upon request by any member of staff.
- Users in breach of the Acceptable and Responsible Use Policy may be subject to but not limited to; disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity.
- When using WiFi outside of school or home, make sure you are connecting to a secure network and your passcode and passwords are kept private.
- The school is not responsible for the financial or other losses from any personal files that may be deleted from an iPad/laptop or school-provided online storage. Reasonable precautions have been taken to prevent the loss of academic content/work by asking students to upload their work to Showbie (the online digital workbook) that utilises cloud storage to keep it safe and secure.
- Only charge the iPad/laptop using the plug and cable provided, ask if you need help.

### **Safeguarding and maintenance**

- iPad/laptop batteries are required to be charged and be ready to use in school.
- Syncing the iPad to iTunes or iCloud will be maintained by a school administrator.
- Items deleted from the iPad/laptop cannot be recovered.
- Memory space is limited. Devices should only be used to store academic content.
- The whereabouts of the iPad/laptop should be known at all times.
- It is a user's responsibility to keep their iPad/laptop safe and secure.
- iPads/laptops belonging to other users are not to be tampered with in any manner.
- If an iPad/laptop is found unattended, it should be given to the nearest member of staff.

### **Lost, Damaged, or Stolen iPads/Laptops**



- If the iPad/laptop is lost, stolen, or damaged, the IT Technicians and Head Teacher must be notified immediately.
- Where the iPad/laptop is believed to have been stolen, the incident should be reported to the police and a crime reference number should be obtained within 24 hours.
- If the iPad/laptop is believed to have been lost or stolen, reasonable steps should be taken to find it including, but not limited to, tracking of the device through the relevant features.
- Follow the steps referenced in the 'Home/School Agreement'.

### **Prohibited Uses (Not an exhaustive list)**

- Accessing Inappropriate Materials – All material on the iPad/laptop must adhere to the Acceptable and Responsible Use Policy. Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.
- Illegal Activities – Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- Violating Copyrights – Users are not allowed to have music or install apps on their iPad/laptop.
- Cameras – Users must use good judgment when using the camera. The user agrees that the camera will not be used to take inappropriate, illicit, or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of cameras in toilets or changing rooms, regardless of intent, will be treated as a serious violation.
- Images of other people may only be made with the explicit permission of those in the photograph.
- Posting of images/movies on the Internet or into any public forum is strictly forbidden, without the express permission of the Teacher or, in the case of staff use; a member of the Senior Leadership team.
- Use of the camera and microphone is strictly prohibited unless permission is granted by a teacher.
- Misuse of Passwords, Codes or other Unauthorised Access: Users are required to set a passcode/password on their iPad/laptop to prevent other users from misusing it.
- Any user caught trying to gain access to another user's accounts, files or data will be subject to disciplinary action.
- Malicious Use/Vandalism – Any attempt to destroy hardware, software or data will be subject to disciplinary action.
- Jailbreaking – Jailbreaking is a process which removes any limitations placed on the iPad by Apple. Jailbreaking results in a less secure device and is strictly prohibited.
- Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions.
- Individual users are responsible for the setting up and use of any home internet connections and no support will be provided for this by the school.
- Users should be aware of and abide by the guidelines set out by the school e-Safety policy.

The school reserves the right to confiscate and search an iPad/laptop to ensure compliance with this Acceptable Use Policy.

### **I understand that my child is responsible for their actions, both in and out of school:**

- The school also has the right to act if my child is involved in incidents of inappropriate behaviour, that are covered in this agreement, and other policies, when they are out of school



and where it involves their membership of the school community (examples would be cyber-bullying, use of images or personal information).

- If my child fails to comply with this Acceptable and Responsible Use Policy, they lose access to the school network/internet, contact with parents may be made, and, in necessary cases, the involvement of the police may be required.

