ICT Policy

Pupil Use of Computers, Electronic Mail & the Internet

As part of the school's curriculum we offer pupils supervised access to computers and to the internet, to give them a wide range of learning opportunities. All our computers have fast internet access, all pupils have open access to these facilities and every pupil has their own email address.

Access to the internet will enable pupils to explore thousands of libraries and sources of information as well as enabling pupils to exchange messages with other internet users throughout the world. This will provide a wealth of opportunities to help learning.

With these opportunities come certain dangers and responsibilities. Unfortunately, some material on the internet may be unsuitable, illegal, defamatory, inaccurate or potentially offensive to some people. We have a 'filtering' system that will block most of this material but it is difficult to be 100% successful. We rely on the common sense of pupils not to try to access this material and to let us know if they accidentally come across something that is unsuitable. We have monitoring software to help us spot any dangerous behaviour or inappropriate websites.

We will encourage pupils through lessons and assemblies to use the internet sensibly and appropriately and we believe that the benefits far outweigh any dangers. We will try to develop good habits and point out potential dangers. Ultimately, it is you as parents and carers that are responsible for setting and conveying the standards for your children. We would urge you to help us in keeping the standards relating to internet use high.

We hope you will support us in encouraging pupils to use the internet sensibly when at home as well as when at the school. We need your support in monitoring what pupils do online, in particular on social networking sites like 'YouTube' or 'FaceBook'. We want all pupils to treat each other respectfully when on-line at home and avoid bullying or any other anti-social behaviour as this can often cause problems when pupils return to the school. Pupils may face punishment in school for their online behaviour even when outside the school when it affects other members of the school community.

We are happy to offer advice and help to pupils and parents/carers, please contact the Head Teacher or our ICT Co-ordinator if you have specific concerns or questions.

It is important that you understand what is happening and that you are involved in decisions relating to the internet. We would be grateful if you could read the "Pupil Guidelines and Code of Conduct" and then read and complete the "Home-School Agreement".

ICT Policy

Pupil Guidelines for the Use of Computers, Electronic Mail and the Internet

You must behave responsibly and sensibly when using computers, electronic mail and the Internet. Remember that access is a privilege, not a right and that access requires responsibility.

When you are using computers, electronic mail and the Internet, you must comply with school rules and honour the agreement that you have signed.

Staff will generally respect the privacy of pupils, but in certain cases it may be necessary for staff to check the contents of network areas if they believe that inappropriate material is stored there.

If you feel worried about any of these issues listed below, or you want some advice on any of them, please talk to your ICT teacher, they will help and advise you.

The ICT Code

"As a school user of computers, you agree to comply with the school's rules on their use. You will use computers, electronic mail and the internet in a responsible, respectful and appropriate way. You will follow all the restrictions explained to you by the school."

You must not:
1. Send, display or search for offensive messages/text or pictures.
2. Use obscene language.
3. Harass, bully, threaten, insult or attack others.
4. Damage computers, computer equipment or the computer networks
5. Violate copyright laws.
6. Trespass in other peoples' areas, work or files.
7. Use other peoples' passwords.
8. Let other people use your area or let them know your password.
9. Intentionally waste limited resources.
10. Bring Viruses or other Malware onto our network, through email attachments or storage devices such as USB sticks, Phones or MP3/4 players.
11. Access Social Network sites.
12. Use a computer outside of school hours in a way that upsets or offends other users and so causes a problem in the school or brings it into disrepute; this includes posting offensive messages on 'FaceBook' or uploading inappropriate videos to 'YouTube' for example.

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

Signed (Head Teacher)**:**   **Dated: January 2016**

Reviewed on: January 2016
Next review: July 2017

Home-School Agreement

Name of Pupil: Form:

Pupil

I have read and accept the conditions of the policies contained in this Home-School Agreement booklet.

Pupil Signature: Date:

Parent

As the parent or legal guardian of the pupil named above, I have read and accept the conditions of the policies contained in this Home-School Agreement booklet.

1
Parent/Guardian name (Print)……….

Parent/Guardian Signature……………………………………………………………………………. Date…………………………………..

Email address (required for MILK access)………………………………………………………………………………………………….

2
Parent/Guardian name (Print)……….

Parent/Guardian Signature……………………………………………………………………………. Date…………………………………..

Email address (required for MILK access)………………………………………………………………………………………………….

If any other adult with legal responsibility for the pupil named above requires access to MILK then please contact the school for additional forms.

Home-School Agreement

School Responsibility

The School will make every effort to:

- Create a safe and caring learning environment for our pupils.

- Provide a broad, balanced curriculum which offers a variety of opportunities to meet your child's needs.

- Achieve high standards of teaching and learning through building good relationships and developing a sense of responsibility.

- Keep you informed about the school and about your child's progress through reports and parent meetings.

- Be open and welcoming at all times and offer opportunities for parents and carers to become involved in the daily life of the school.

- Respond to your concerns promptly and effectively.

Parental Responsibilities

I/We shall make every effort to:

- See that my child attends school regularly, on time, in school uniform and properly equipped.

- Support the school's policies and guidelines for behaviour including uniform, attendance and mobile phone use.

- Support my child in completing homework and regularly check the homework diary.

- Support my child to participate in extra-curricular activities.

- Attend meetings where I can discuss my child's progress.

- Encourage my child to achieve their full potential and to value their achievements and those of others.

- Inform the school of my child's absence on the first day.

- Let the school know of concerns, problems or changes of circumstances which may affect my child's work or behaviour.

- Pay for the replacement of school property or school planners that have been lost or deliberately or negligently damaged.

- Support the guidelines for use of ICT in school.

Home-School Agreement

Pupil Responsibility

I will:

- Attend school regularly and on time.

- Bring the equipment I need for lessons every day.

- Dress appropriately for school, following the rules regarding uniform and hair.

- Follow the Pupil Lesson Expectations (as displayed in all classrooms).

- Represent the school in a positive way (including travelling to and from school).

- Complete all my classwork and homework to the best of my ability and make use of my homework dairy.

- Behave in a way that encourages others to follow the school code of conduct.

- Agree to comply with school rules in the use of ICT equipment.

MILK Usage Policy – Parent/Carer Agreement

Your access to Granville Sports College's MILK system is provided on the basis that you are legally responsible for a child who is currently attending the school. Access is granted on the condition that you agree to the terms of this policy.

Personal Use

Information made available through the MILK system is confidential and protected by law under the Data Protection Act 1998. Therefore:

- Users must not distribute or disclose any information obtained from the MILK system to any person(s), with the exception of the pupil to which the information relates, or to other adults with parental responsibility
- Users should not attempt to access the MILK system in any environment where the security of the information contained in the MILK system may be placed at risk e.g. a cybercafe

Password Policy

You have personal responsibility for your username and password. You must never use anyone else's username or password. You must always keep your individual username and password confidential. These usernames and passwords should *never* be disclosed to anyone. Passwords and usernames should never be shared.

Granville Sports College reserves the right to stop or deny access to the MILK system of any individual under the following circumstances:

- The validity of parental responsibility is questioned
- A court ruling is issued preventing access to the child or family members
- Users are found to be in breach of the MILK usage policy

If any child protection concerns are raised or disputes occur the school will stop access for all parties concerned, pending the investigation.

Please note: Where MILK access is not available to a parent Granville Sports College will still make information available according to the Data Protection Act (1998).
Users are liable for any potential misuse of the system and/or breach of the data protection act that may occur as a result of failing to adhere to any of the rules/guidelines listed in this document.

Granville Sports College

Home-School, ICT and MILK Agreements.

Please read the enclosed polices carefully and then sign the back page and return this booklet to the school.

Pupil's Name…………………………………….……………….....Form…………….

MILK Policy

MILK Usage Policy – Pupil Agreement

Your access to Granville Sports College's MILK system is provided as you are currently attending the school. You can use MILK on the condition that you agree to the terms of this policy.

Rules about Usage

Personal Use

Information made available through the MILK system is confidential and protected by law under the Data Protection Act 1998. You must not attempt to access the MILK system in any environment where the security of the information contained in the system may be placed at risk, e.g. a cybercafé, or on a computer where more than one person uses it.

Password Policy

You are responsible for the security of your username and password. You must keep them safe and never tell them to anyone else. You must never use anyone else's username or password. Passwords and usernames should never be shared.

The school has the right to stop your access to the MILK system if you are found to break the rules of this MILK usage policy. If we suspect or have evidence that you have not followed the rules of use we will deny you access while we investigate, and for longer periods if inappropriate use comes to light.

Users (you) are responsible for any potential misuse of the system and/or breach of the data protection act that may occur as a result of not following the rules about use listed above.