



# ST. SAMPSON'S HIGH SCHOOL

Acceptable Use Policy

Last Review Date:	September 2024
Reviewer:	PSH
Next Review due:	September 2025

# Acceptable Use Policy

## 1. Introduction

### 1.1. Rationale:

St Sampson's School recognises that device use is an essential tool in enabling it to achieve its aim of inspiring and challenging all to succeed in learning for life, to recognise and adapt to a society which is served by an ever increasing use of ICT.

### 1.2. Purposes:

- 1.2.1. To ensure devices are used in an appropriate manner
- 1.2.2. To ensure devices are used to support the learning of students
- 1.2.3. To ensure device use does not lead to safeguarding issues

## Guidelines

## 2. Users' Responsibilities:

- 2.1. Device Screens are made of glass and are subject to cracking and breaking if misused: Never drop or place heavy objects on top of devices
- 2.2. Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the device screen.
- 2.3. Do not subject devices to extreme heat or cold.
- 2.4. Do not leave unattended
- 2.5. Users may not photograph any other person, without that person's consent.
- 2.6. Any device in school is subject to monitoring by St Sampson's High School (SSHS). Devices must be surrendered immediately upon request by any member of staff.
- 2.7. Users in breach of the Acceptable Use Policy may be subject to; disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity.
- 2.8. SSHS is not responsible for the financial or other loss of any personal files that may be deleted from a device.

## 3. Safeguarding and Maintaining as an Academic Tool

- 3.1. Mobile phones (including headphones) are not to be used or taken out during the school day unless instructed to by a teacher. If carried into school, mobile phones must be switched off and kept out of sight. This includes during break/lunch times. If you use your phone or it rings you will be asked to put it away. If you take it out again it would lead to the device being confiscated until the end of the lesson or the end of the day depending on the incident. If this is refused your parent or carer will be called.
- 3.2. Should another device e.g. iwatch be used for the purposes of texting the teacher also has the right to ask for this to be put away in the same way a mobile phone 3.1 above. It is a distraction to teaching and learning in the classroom and has the ability to present a safeguarding concern e.g. sexting, bullying etc.

## 4. Prohibited Uses (not exclusive):

- 4.1. Accessing Inappropriate Materials – All material on the device must adhere to the ICT Policy. Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.

- 4.2. Illegal Activities – Use of the school’s internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- 4.3. Cameras – Users must use good judgement 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 camera in toilets or changing rooms, regardless of intent, will be treated as a serious violation.
- 4.4. Images of other people may only be made with the permission of those in the photograph.
- 4.5. Posting of images/videos on the Internet into a 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.
- 4.6. Use of device camera and microphone is strictly prohibited unless permission is granted by a teacher.
- 4.7. Misuse of Passwords, codes or other unauthorised access: users are encouraged to set a passcode on all devices to prevent other users from misusing it. Chromebook/Google passwords should never be shared.
- 4.8. Any user caught trying to gain access to another user’s accounts, files or data will be subject to disciplinary action.
- 4.9. Malicious use/vandalism – any attempt to destroy hardware, software or data will be subject to disciplinary action.
- 4.10. 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.
- 4.11. 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.
- 4.12. Users should be aware of and abide by the guidelines set out by the School eSafety policy.
- 4.13. SSHS reserves the right to confiscate and search devices to ensure compliance with this Acceptable Use Policy.
- 4.14. VPN usage is not permitted.

## **5. One to One devices policy**

TBC - Education - central policy

## **6. Chromebook Specific Points**

- 6.1. At the start of each use, I will visibly inspect the Chromebook and notify the teacher immediately of any damage, taking note of the Asset Number (6 digits) located on a sticker on the bottom of the Chromebook.
- 6.2. I will ensure that at the end of each lesson, I will return the Chromebook to the trolley and place it back on charge ready for the next person to use.
- 6.3. I will treat the Chromebook with care and not attempt to take it apart for any reason.
- 6.4. If a problem arises during the lesson, I will inform the teacher immediately who can then pass the information on to the technician for a repair/solution.
- 6.5. I will NOT use the camera unless instructed to do so and will NOT take photographs of other students or teachers without their express permission.
- 6.6. I will NOT take the Chromebook out of school, they are to be used in the lesson that they are booked out for only, they are NOT to be taken to my next lesson and not to be taken if sent down to the Hub.

## **7. Staff Laptops**

- 7.1. Staff use of laptops and devices are expected in the same way as listed in this document. Staff must not leave their screens unattended unless it is locked to align with safeguarding criteria.

As a Rights Respecting School, St. Sampson's is a successful, supportive, happy society that upholds the rights of the child as set out in the UNCRC.