



IT Acceptable Use Policy

Primary and Secondary Student

DISTRIBUTION	This is a Trust-wide policy and applies to primary and secondary school students in the Trust.		
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POLICY REQUIREMENT	NON-STATUTORY		

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The Fallibroome Trust (Company number: 07346144). A company incorporated as private limited by guarantee.
Registered Office situated in England and Wales

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INTRODUCTION

This Acceptable Use Policy (AUP) aims to ensure that Information Technology is used to support learning effectively, without creating unnecessary risks to the staff, students or systems of The Fallibroome Trust. This policy is in place to protect the individual and to keep all staff, students and systems safe and secure.

New technologies are essential elements in 21st century life for education, business and social interaction. The Fallibroome Trust provides students with high-speed Internet access, wireless access, learning platforms, email and mobile technologies as part of their learning experience and values the contribution to learning that new technologies can provide.

To enable this, we manage flexible, responsive web filtering, email filtering and security systems to provide a rich learning environment, whilst at the same time maintaining the integrity of our IT services.

We expect all pupils to behave in a safe and responsible manner when using IT services. It is essential that pupils are aware of eSafety and know how to stay safe online; as such, we have a comprehensive programme of curriculum and pastoral activities to support this.

In addition, we require all students and members of staff to agree to an IT Acceptable Use Policy covering the use of our IT services. This provides an overview of the range of acceptable behaviour we expect from our students in respect to the use of technology in The Fallibroome Trust.

The support of parents, guardians and carers is very important in this respect. Pupils are expected to read and discuss the enclosed agreement with their parent or guardian and then to sign and follow the terms of the agreement.

If you have any concerns or would like further information, please contact the Trusts Chief Information Officer.

IT ACCEPTABLE USE

- To only use The Fallibroome Trust IT systems and devices, including the internet, wireless access, email, digital video and mobile technologies, for school purposes
- To use personal IT devices in a responsible manner within school
- Only log on to The Fallibroome Trust network, email, software services and learning platforms with your own user name and password. Ensure the schools IT security guidelines are followed and passwords are not revealed to other students
- To be responsible for managing the allocated network storage space sensibly, using appropriate folders, files and filenames
- Not to attempt to download or install software on The Fallibroome Trust technologies, or to tamper with hardware and software settings
- Make sure that all IT communications with pupils, teachers or others are responsible and sensible. To use the provided school email account in a responsible manner
- To be responsible for your behaviour when using IT services. This includes the resources you access and the language used
- Do not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If you accidentally come across any such material it should be reported immediately to your teacher
- Do not give out any personal information such as name, phone number or address whilst online. Do not arrange to meet anybody contacted online unless this is part of a school project approved by your teacher
- To only take or use images of pupils or staff for school purposes and in line with school policy. Do not distribute these outside the school without the permission of your teacher
- Ensure that your online activity, both in school and outside school, will not cause The Fallibroome Trust, its staff, pupils or others distress, or bring them into disrepute
- To support The Fallibroome Trust approach to online safety and not to deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community
- Respect the privacy and ownership of others' work online at all times and to not use technology to copy work that is not your own
- To not attempt to bypass the web and email filtering systems
- To understand that all use of the internet, email and any other related technologies will be logged and can be made available to your teachers
- These rules are designed to keep students safe, if they are not followed school sanctions will be applied and your parent/ guardian may be contacted
- If an incident occurs that is considered to be an offence under the Computer Misuse Act this may require investigation by the police and could be recorded on any future criminal record checks

IT ACCEPTABLE USE POLICY PARENT/GUARDIAN AND PUPIL DECLARATION



We have discussed the IT Acceptable Use Policy (Student) and agree to follow the eSafety rules and to support the safe and responsible use of IT services at The Fallibroome Trust.

Pupil Name:

Pupil Signature:

Parent/Guardian Name:

Parent/Guardian Signature:

Form:

Date:

Please return this section to a member of the School Administration Team