



LEARNING TECHNOLOGIES – SAFE AND APPROPRIATE USAGE **A Statement of Policy**

Statement

ICT is an integral part of society; as such we believe that the safe and effective use of ICT is an essential element of education at Wolgarston. In keeping with our stated values, users are expected to accept responsibility for their actions and safety within the digital environment.

All learning technology equipment that is the property of Wolgarston High School is made available to support learning and teaching. This equipment includes, but is not restricted to: the curriculum and administration networks, installed software, internet links, workstations, laptops, peripherals, video, stills and web cameras, visualisers, mobile 'phones, scanners and printers.

Purposes of Learning Technologies

The purposes of the school's learning technology are:

- ❖ To support the educational activities available in the school
- ❖ To enhance learning opportunities for all members of the Wolgarston community
- ❖ To help users to be safe in the virtual environment beyond the confines and monitoring of the school's networks

Guidelines for Use of Learning Technologies

- ❖ Users will access ICT resources for learning or teaching purposes or for school authorised, and staff supervised, activities.
- ❖ Users will keep their passwords secret.
- ❖ Users will not attempt to obtain unauthorised access to any account or network function or access level other than those specifically provided for their use.
- ❖ Users will conserve resources, such as paper and ink, by not producing an unnecessary number of printouts.
- ❖ Only authorised users will install software or hardware on any computer.
- ❖ Only authorised users will change settings of any hardware or operating system environment.
- ❖ Users will take care of ICT equipment, software, and related equipment, to avoid damage, through physical action or by electronic means.
- ❖ Users will not use the ICT equipment for commercial purposes (e.g. selling or buying goods or services).
- ❖ Where legitimate extracts are taken from the Internet by students for project work, acknowledgment of the author, publisher and Web site will be made.
- ❖ Users will consider their own safety and that of others when working online.

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- ❖ Users will take care to ensure that they do not deliberately obtain, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic, offensive or abusive. Users will not deliberately bring any of these types of materials into school. Where such material is accidentally encountered, students **must** report it to a member of staff and staff **must** report it to their line manager.
 - ❖ Users of the Internet or e-mail will not use obscene or vulgar language, harass, insult, or attack others. Instances of "cyber-bullying" should be reported to a member of staff.
 - ❖ Users will not send anonymous e-mail messages nor forward any 'chain' messages sent to them.
 - ❖ Students will not give personal information, such as their address or phone number, to those with whom they correspond via electronic mail.

Consequences of not following the guidelines

- ❖ Users may place themselves in danger if the safe usage guidelines are not followed.
- ❖ Parents of students involved may be informed of the nature of violations.
- ❖ Additional action, under the Behaviour for Learning policy, including exclusion, may occur in severe cases.
- ❖ When applicable, offenders may be reported to the police.

Monitoring

- ❖ The school will monitor all computer and internet activity by users, including the contents of e-mails sent and received.
- ❖ Records of activity remain the property of the school and may be viewed by authorised persons, including outside agencies where appropriate.

Commitment

As a school, we are committed to making continuous improvement in all aspects of school life. This statement of policy is dynamic in that it is subject to monitoring, evaluation and modification. It will be reviewed on an annual basis. The date for review is July 2009.

Responsibilities

- ❖ Ultimate responsibility for this policy's introduction and implementation lies with the Head Teacher in consultation with the Governing Body. It is important to recognise that all staff, students, parents and carers have an active part to play in the evolution, development and maintenance of this policy.
- ❖ Additional guidance for parents/carers is available online from:

www.childnet-int.org

www.parentcentre.gov.uk

www.ceop.gov.uk

Date adopted by Governing Body: 9 July 2008
Next Review: July 2009

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