Document Name:	ICT Student Acceptable Use (including e-safety and social media) Policy/Agreement
Document Type:	Policy Agreement

Version Date:	August 2022	Review Date:	August 2025
Department:	Centre Management	Document Author:	PVC IT Champion

Approval Route:	Centre Manager
Approval Date:	May 2020
Who has been consulted:	CGA IT
Equality Assessment Completed:	n/a
Version:	3

Document Information

Scope: This policy is addressed to all students and parents are encouraged to read it with their child. A copy of the policy is available online (on our website) to parents and in writing upon request. PVC actively promotes the participation of parents to help safeguard the welfare of students and promote the safe use of technology.

Key Objectives: This acceptable use policy is intended to ensure:

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

The centre will try to ensure that students will have good access to ICT to enhance their learning and will, in return, expect the students to agree to be responsible users.

Introduction

1. New technologies have become integral to the lives of young people in today's society, both within school and in their lives outside school. The Internet, other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning.

2. Young people should have an entitlement to safe Information and communication technology access at all times. PVC will take a wide and purposive approach to considering what falls within the meaning of Information and communication technology. This policy relates to all technology, computing and communications devices, network hardware and software and services and applications associated with them including:

    - The internet
    - Email
    - Mobile phones and smartphones
    - Desktops, laptops, netbooks and tablets
    - Devices with the capability for recording and/or storing still or moving images
    - Social networking, micro blogging and other interactive web sites
    - Instant messaging (including image and video messaging via apps such as Facebook, Instagram, Snapchat and WhatsApp), chat rooms, blogs and message boards
    - Webcams, video hosting sites (such as YouTube)
    - Gaming sites
    - Virtual Learning Environments such as office 365 etc.
    - SMART boards
    - Other photographic or electronic equipment e.g. GoPro devices.

3. **This Acceptable Use Policy is intended to ensure:**

    - That young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.

- That PVC ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- The centre will try to ensure that *students* will have good access to ICT to enhance their learning and will, in return, expect the *students* to agree to be responsible users.

4. **Acceptable Use Policy Agreement:**

I understand that I must use PVC ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the PVC will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- I understand that everyone has equal rights to use technology as a resource.
- I understand that PVC's ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to make large downloads or uploads that might take up Internet capacity and prevent other users from being able to carry out their work.
- I will not use PVC's ICT systems for on-line gaming, on-line gambling, Internet shopping, file sharing, or video broadcasting (e.g. YouTube).

5. **I will act as I expect others to act toward me:**

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.

- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.

- I will not take or distribute images of anyone without their permission.

- I recognise that PVC has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the centre.

- I will only use my personal hand held / external devices (mobile phones / USB devices etc.) in PVC if I have permission. I understand that, if I do use my own devices in PVC, I will follow the rules set out in this agreement, in the same way as if I was using PVC equipment.

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.

- I will immediately report any damage or faults involving equipment or software, however this may have happened.

- I will not open any attachments to emails, unless I know and trust the person/organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programmes.

- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.

- I will only use chat and social networking sites with permission and at the times that are allowed.

6. **When using the internet for research or recreation, I recognise that:**
   - I should ensure that I have permission to use the original work of others in my own work.
   - Where work is protected by copyright, I will not try to download copies (including music and videos).

- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

7. **I understand that I am responsible for my actions, both in and out of PVC:**

- I understand that PVC has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of PVC and where they involve my membership of the PVC community (examples would be cyber-bullying, use of images or personal information).

- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to PVC network/ internet, exclusions, contact with parents and in the event of illegal activities involvement of the police.

Please complete the sections in appendix 1 and appendix 2 to show that you have read, understood and agree to the conditions included in this Acceptable Use Agreement.

If you do not sign and return this agreement, access will not be granted to PVC ICT systems.

Appendix 1

ICT Student Acceptable Use (including e-safety and social media) Policy Student Agreement Form

This form relates to the ICT Student Acceptable Use (including e-safety and social media) Policy. A copy of the Student Acceptable Use Policy is available online on our website and in your Microsoft office 365 learning platform. Please complete the sections below to show that you have read, understood and agree to the rules included in the agreement. If you do not sign and return this agreement, access will not be granted to PVC's ICT systems.

Unacceptable behaviour includes but is not limited to:

- Use of personal communications systems for PVC use of any description.
- Use of PVC communications systems for personal use or sending chain letters.
- Distributing, accessing or storing images, text or materials that might be considered indecent, inappropriate, obscene or illegal.
- Distributing, accessing or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment or bullying.
- Accessing copyrighted information in a way that violates the copyright laws.
- Breaking into PVC or another organisation's system or unauthorised use of a password/mailbox.
- Broadcasting unsolicited personal views on social, political, religious or other non-PVC related matters.
- Transmitting unsolicited commercial or advertising material (SPAM).
- Undertaking deliberate activities that waste staff effort or networked resources.
- Introducing any form of computer virus or malware into the PVC network.
- Accessing another person's e-mail or office 365 account.
- Sharing your password with another student.

I have read and understand the above and agree to follow these guidelines when:

- I use PVC ICT systems and equipment (both in and out of PVC).
- I use my own equipment in PVC (when allowed) e.g. mobile phones, PDAs, cameras etc.
- I use my own equipment out of PVC in a way that is related to me being a member of PVC e.g. communicating with other members of PVC, accessing PVC email, VLE, website etc.

Name of Student: …………………………………..

Group: …………………………………………………

Signed: ………………………………………………

Date:………………………………………………….

Appendix 2

ICT Student Acceptable Use (including e-safety and social media) Policy
Parent / Carer Agreement Form

New technologies have become integral to the lives of children and young people in today's society, both within school and in their lives outside school. The Internet and other digital information and communications technologies (ICT) are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe Internet access at all times.

This Acceptable Use Policy is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That PVC ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The centre will try to ensure that students will have good access to ICT to enhance their learning and will, in return, expect the students to agree to be responsible users.
A copy of the Student Acceptable Use Policy is available online on our website and in writing upon request, so that parents/carers will be aware of PVC expectations of the young people in their care.

Parents are requested to read the policy and sign the permission form below to show their support of PVC in this important aspect of the centre's work.

Permission Form

Parent / Carers Name: ……………………………………….

Student / Pupil Name: ………………………………………..

As the parent / carer of the above student, I give permission for my son/daughter to have access to the Internet and to ICT systems at PVC.

I know that my son/daughter has signed or upon commencement of course will sign an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of ICT – both in and out of PVC.

I understand that PVC will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the Internet and ICT systems. I also understand that PVC cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's/daughter's activity on the ICT systems will be monitored and that PVC will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform PVC if I have concerns over my child's e-safety.

Signed: ………………………………..

Date: ………………………………....