

Policy and guidance for the acceptable use of technology for learners



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1. Introduction

1.1 Ysgol Gyfun Gwent Is Coed recognises the vital and important contribution that technology makes in promoting learners' learning and development, both in school and at home, and recognises that Computing is an integral part of the curriculum. All learners have the opportunity to use a range of school-based IT resources, including internet access, as an integral part of learning. This includes access to:

- Computers, laptops and other digital devices
- The internet, which can include search engines and educational websites
- School learning platforms / intranet
- Email
- Games consoles and other game-based technologies
- Digital cameras, webcams and video cameras

1.2. This policy sets out the school's expectations for learners in how they use and interact with the school's IT systems. It will be reviewed annually.

1.3. This policy links to other policies, including:

- Anti Bullying Policy
- Safeguarding Policy
- Sex and Relationships Education (SRE) Policy

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2. Objectives

2.1. Ysgol Gyfun Gwent Is Coed aims to ensure that all members of our community use technology safely and responsibly. We will support our learners to:

- Become powerful and responsible digital consumers
- Use our resources and technology safely, carefully and responsibly, respecting system security and password protection
- Be kind online and help us create a respectful and caring community, both on and offline
- Be safe and sensible online, and always be aware that if they are unsure or need help, they can talk to a trusted adult.

2.2. We endorse and value the importance of safe behaviour. The following are considered to be serious issues and will be dealt with in accordance with our school's behaviour and anti-bullying policies:

- Uploading or adding any images, video, audio or messages that may upset, threaten the safety or target any member of the school community

- Deliberate misuse or causing damage to school equipment
- Unauthorised use of technology or using technology at unauthorised times
- Bypassing school filtering and monitoring systems (this includes, but is not limited to, the use of VPN, personal 'hotspot' devices, trying to change school computer settings, using portable apps and anonymous browsers)

2.3. We recognise that there are potential risks. The school will take all reasonable precautions, including using monitoring and filtering systems, to ensure that learners and staff are as safe as possible when using school equipment, our internet and our systems. This monitoring will be proportionate and will be in accordance with data protection (including GDPR), privacy and human rights legislation. The school reserves the right to monitor the activity of all users of the school systems. We will refer to the Welsh Government document for monitoring and filtering standards:

<https://gov.wales/sites/default/files/publications/2018-03/recommended-web-filtering-standards-for-schools-in-wales.pdf>

2.4. We recognise that the internet is a constantly changing environment with apps and programs, devices, websites and new material emerging all the time. We will regularly review the methods used to identify, assess and regularly reduce online risks. We will explore emerging technologies for educational benefit and undertake appropriate risk assessments before they can be used in school. The school cannot be held responsible for the nature and content of materials accessed on the internet.

2.5. If we believe that a pupil has committed an offense, the appropriate authorities will be contacted. School-owned information systems, including Wi-Fi, must be used legally. Offenses include: unauthorised access to computer material; unauthorised access to computer material with intent to commit or facilitate the commission of further offenses or to modify unauthorised computer material.

2.6. We recognize that no technical system can replace online safety education. Our staff will:

- Embed online safety education in curriculum delivery, wherever possible.
- Model good practice in the use of technology and maintain a professional level of behaviour in their personal use of technology, both on and off site.
- Pass on any issues that arise to their line manager or Designated Safeguarding Officer.

2.7. Some learners are considered to be more vulnerable online because of a range of factors. This may include, but is not limited to LAC, children with Special Educational Needs and Disabilities (ALN) or mental health needs, children with English as an additional language (EAL) and children experiencing trauma or loss (ACEs). We will ensure that vulnerable pupils are provided with differentiated and appropriate online safety education, access and support and seek input from specialist staff as appropriate, including the ALENCo and LAC lead.

2.8. We believe that learners and parents have an important role to play in developing responsible behavior. To support our schools in developing learners' knowledge and understanding of online safety, we will share this policy with learners at school and encourage parents to read and discuss the policy with their children at home.

We allow learners to bring their mobile phones and / or tablets to school, but they remain the responsibility of the learner / owner at all times. They should always be insured and switched off, unless staff ask learners to use them for educational purposes. Pupils will not have internet access via mobile phones or tablets. When pupils do not respect these rules, the device will be taken and kept securely in the office until the end of the day. Should this happen on more than one occasion, the school reserves the right to take further action, such as retaining the device until it is collected by a parent.

If a safeguarding issue arises (eg pupils filming others) the school will contact the police who may ask to inspect the device.

2.9. We ask all parents to support our approach to online safety by modeling the role of safe and positive online behavior, such as the responsible sharing of images, text and video, and by discussing online safety whenever children access technology at home .

2.10. Learners or parents can talk to the Designated Safeguarding Officer about any concerns.

2.11. We encourage learners and parents to find out more information through other websites such as:

- www.thinkuknow.co.uk
- www.childnet.com
- www.nspcc.org.uk/onlinesafety
- www.saferinternet.org.uk
- www.internetmatters.org

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3. Learner Agreement

3.1. Learners are permitted to use the school's IT systems provided that:

1. I only use school ICT systems for school work / matters, including internet, email, digital video, mobile technologies, etc.
2. I will not download or install software on school technologies.
3. I will only login to my school network / Learning Platform with my own username and password.
4. I will follow the school's ICT security system and will not disclose my passwords to anyone. I will change them regularly.
5. I will only use my school email address.
6. I will ensure that all ICT communications with learners, teachers or others are responsible and sensible, and through the medium of Welsh. I realise that it can take up to 5 working days for a teacher to respond.
7. I will be responsible for my conduct when using the Internet. This includes resources I access and the language I use.
8. I will not intentionally browse, download, upload or send material that may be considered unsuitable or illegal. If I accidentally come across any such material, I will immediately inform my teacher.
9. I will ensure that my online, in-school and out-of-school activities do not cause offense or harm to my school, staff, pupils or others.
10. I will support the school's approach to online security and not upload or add any inappropriate images, video, audio or messages.
11. I will always respect the privacy and ownership of others' work online. I will not delete anything shared with me by a member of staff.
12. I will not try to bypass or avoid the internet filtering system.
13. I understand that all my Internet use and other related technologies can be monitored and recorded at school and may be available on request to teachers or the police.
14. If I choose to bring a device (including my phone) to school, the device is my (and / or owner's) responsibility, and should be insured. I understand that the device is supposed to remain in my bag / locker, switched off, unless instructed by a teacher / staff member. I will not have access to Wifi at school via this device. I understand that the teacher is entitled to confiscate the device if I do not comply with these requirements.
15. I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent / carer will be contacted.

Acceptance of a place at Ysgol Gyfun Gwent Is Coed is deemed as acceptance of this policy and agreement to adhere to its terms.

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Appendix - Distance learning

If a pupil joins a Google Meets lesson they agree to follow and respect these guidelines.

Google Meets Agreement: Parents and Pupils Ysgol Gyfun Gwent Is Coed



Learners agree to..



- be punctual for all lessons.
- access the relevant files for each lesson/session in advance and have the materials to hand
- show respect for everyone in the online classroom
- dress appropriately (as if they were going to school on a non-uniform day)
- ensure the location they log in from is appropriate and blur their 'background'
- complete the work to the best of their ability and ask for support if needed
- seek to contribute to the lesson/session in a positive manner and not be disruptive at any time
- not share images, clips or audio of the session or lesson.
- Use the 'mute' button for their microphone when they do not need to speak and use the 'hands up' function to ask a question.
- Use the camera for the teacher to be able to see them if they feel comfortable doing so.

All live sessions are recorded for safeguarding reasons. The recording will not be used for any other purpose.

If pupils do not comply with these guidelines or if they disrupt the lesson the teacher will be able to remove you from the live lesson.

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