



# **ACCEPTABLE USE POLICY (STUDENTS)**

**Updated November 2017**

## EQUALITIES STATEMENT

Kingsmeadow School is committed to equal opportunities for all and the policy will be applied equally to all members of the school community regardless of gender, ethnicity, religion, sexuality, age or any disability.

We are committed to providing a calm, caring and well-ordered environment where everyone feels safe, happy and understands the expectations of attitudes to learning in order to create an ethos conducive to excellent learning and teaching for all.

We promote a culture of praise and encouragement and expect consistency of response to both positive and negative behaviour.

We believe that positive relationships based on mutual respect, promote positive attitudes to learning and that as students learn by example, all adults within school should act as positive role models with regard to their own behaviour.

### **Equality Targets**

Everyone at Kingsmeadow School must strive to accept and meet the differing needs and aspirations of all members of the school community, using the human resources and skills available to us all to:-

**1. Safeguard individuals from all forms of abuse and harassment.** We must ensure that victims can be confident of support and, where appropriate redress. We must ensure that aggressors can never claim the excuse of acting out of ignorance.

#### **Success Criteria**

- Incidents of aggression and bullying are rare and dealt with effectively and outcome of which are recorded on Behaviour Watch.

**2. Establish a school ethos built on mutual trust and respect.** We should treat others as we would wish to be treated. We should respect other people, their property and school premises.

#### **Success Criteria**

- Students regularly receive merits and praise for their positive attitudes to learning, respect to others, their school campus and their local community.
- Incidents of disrespectful behaviour are rare and dealt with promptly and effectively and the outcome of which are recorded on Behaviour Watch.

**3. Safeguard the rights and freedoms of others.** We must actively pursue our aim to help pupils develop personal moral values which respect the values and tolerates differing religious and cultures.

#### **Success Criteria**

- Racist and homophobic incidents are extremely rare and dealt with promptly and effectively and the outcome of which are recorded on Behaviour Watch.
- Students display tolerance, support of and celebrate other cultures/religions through their work.

**4. Develop an organisation which maximises pupil opportunity and experience.** We must ensure that the curriculum and other activities encourages and supports the opportunity for all. We must ensure that pupils are not excluded from activities because of status or income.

#### **Success Criteria**

- All student groups are able to access the curriculum fully and discrete intervention results in specific gaps in student achievement narrowing and in line with the whole school population and national figures. Eg boys, girls, students with SEND and students receiving free school meals.

All computer equipment and software at Kingsmeadow will be used exclusively to transform the educational experience of the students, staff and the community.

## User Agreement

1. I will use the technology provided to me by Kingsmeadow for learning purposes only
2. I will respect computer equipment and data and I will look after all equipment while it is in my care (students who vandalise equipment may be subject to criminal prosecution and parents are financially responsible for acts of vandalism committed by their children).
3. I agree that it is my responsibility to look after any school device in my possession (e.g. a Google Chromebook) and (if applicable) I am to bring this into school every day, fully charged and in good working order. Any damage to my Chromebook must be brought to the attention of **Mr Thompson (LTh)**.
4. I will not:
  - Load or download illegal or improper files
  - Modify any software or hardware
  - Install viruses or data or programs that are harmful to any aspect of the ICT system
5. I understand that our school reserves the right to monitor, record or delete any data or software on our school's ICT resources.
6. If I use ICT in an unacceptable manner, I may have my right to access the system revoked or limited and my personal devices confiscated.
7. I will keep myself safe online by following the Online Safety guidelines of the school by:
  - Keeping personal information private and taking care about what I post online
  - Blocking people who send hurtful or inappropriate messages
  - Not opening suspicious or unknown file attachments
  - Telling someone I trust if anything upsets me online
8. I will not share my password with anyone and will change it regularly
9. I will report any unacceptable ICT use to a member of school staff. Unacceptable uses of ICT are, but are not limited to:
  - Using disrespectful or offensive language
  - Cyberbullying
  - Risking my own personal safety
  - Identity theft
  - Playing inappropriate games
  - Participating in unauthorised chatrooms
  - Social networking or instant messaging
  - Opening, reading or sending inappropriate emails or texts
  - Not adhering to copyright rules

## Consequences of Misuse of ICT

If a student does not follow the stipulations indicated in this policy, they will be referred to **Mr Bolam (DBo)** or **Mrs Robson (SRo)** via Behaviour Watch, onto which the incident will be recorded.

Depending on the severity of misuse, the consequences will be as follows:

In the first case (unless the action is deemed severe enough to miss this step):

- Access to the appropriate ICT functionality will be blocked for a week
- An automated email via Behaviour Watch will be sent informing parents of the inappropriate use of ICT.

Should a user repeat this offence, the consequences will be as follows:

- Access to the appropriate ICT functionality will be blocked for a period of time as determined by DBo/SRo
- A letter will be sent home to parents informing them of the situation and explaining why the student has had their privileges removed, including specific details of the nature and content of any communication if appropriate.
- The student will be subject to sanctions appropriate to the severity of the offense.

If the offence is deemed severe or previous steps have already been taken, the consequences will be as follows:

- Access to the appropriate ICT functionality will be blocked for a suitable time as deemed necessary
- A fixed term exclusion will be issued.
- Parents/carers will be asked to meet with school staff in order to explain the sanction and to re-integrate the student back into lessons
- A risk assessment may be implemented around the student
- **If deemed appropriate, the student may be permanently excluded**