



Pitsford School

School Policy Document

Name of Policy: Acceptable Use of Technology Policy for Pupils and Parents
September 2024

Audience: Public

Date for Next Review: Summer 2025

SLT Member(s) Responsible for Reviewing and Updating the Policy: FMK

By using the school Firefly system, and other online services provided by the school, all pupils, parents, staff and governors agree to do so with courtesy and respect to the school and wider community.

We ask parents and tutors to read this with the pupils in their care and ensure that they understand this.

Pupils at Pitsford School are responsible for good behaviour on the internet just as you are in a classroom, a library or any public space. The general rules of behaviour apply to this too.

The internet is mainly provided for you to do research, access Firefly and backup your work. Remember the motto: "Access is a privilege, not a right" and that access requires responsibility.

When you access the computer system and the internet at Pitsford, you will be given your own username and passwords – you must keep these safe and never share them with anyone:

- **You will receive:**
- **A System Username and Password** – this is to log into the school network on any school computer.
- **An Email User name and password** – this is to access webmail (you will find the link to login from the school website homepage.
- Mr Leach, the Network manager, creates and manages these passwords and user IDs so if you have any problems or forget you must go to him or ask your tutor.
- You will then be able to login to Firefly and be able to create your own Firefly password. If you forget this password you can reset by sending a password request to your school email account.



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You are responsible for your behaviour and any communications (email, social networking etc.) you have over the network. You must comply with our standards and honour this agreement that you will sign.

In the interest of your safety, we may review files and communications in your documents on the shared area or Firefly to ensure that you are using the system responsibly. This means that you should not expect that files stored on servers or storage media are always private.

During lessons, teachers will guide you towards appropriate materials. Outside of organisation, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted within Pitsford School:

- Sending or displaying offensive or inappropriate messages or pictures. Using obscene language
- Harassing, insulting or attacking others (cyber bullying)
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords or accounts
- 'Hacking' into others' folders, work or files for any reason
- Using malware or any other behaviour designed to disrupt the system or pupils learning
- Intentionally wasting limited resources, including printer ink and paper

Sanctions

If you break any of the above rules, you may receive either a temporary or permanent ban on your internet/computer/phone use. Your parents/carers will be informed. Devices will be confiscated and held securely until your parents can collect them.

Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour, including cyberbullying.

If necessary, police or local authorities may be asked to get involved.

If necessary, external agencies such as Social Networking or Email Member sites may be contacted and informed.



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Thus:

Do not tell anyone your password or login name, other than the persons responsible for running and maintaining the system.

Do not upload/send personal addresses, telephone / fax numbers or photographs of anyone (staff or pupil) at the organisation wither through email or social networking sites.

Do not download, use or upload any material which is copyright. Always seek permission from the owner, before using any material from the internet. If in doubt, do not use the material. This includes downloading videos and songs.

Under no circumstances should you view, upload or download any material which is likely to be unsuitable for children. This applies to any material of a violent dangerous or inappropriate context. If you are unsure ask your teacher.

Always respect the privacy of files of other users.

Be polite and appreciate that other users might have different views than your own. The use of strong language, swearing or aggressive behaviour is not allowed.

Report any incident which breaches these rules to your teacher or a trusted adult in organisation.

Safeguarding and Anti-bullying Policy

Further guidance on using the internet safely and respectfully can be found in the safeguarding and anti-bullying policies. Tutors will go through this guidance in the first week back at school.

Use of personal devices.

All rules regarding the use of technology are also applicable when using your own devices in a school context.

Pupils in Years 7-10 may bring phones to school if they need them for travelling but may not use them in school and must hand them in to the Section office at the beginning of the school day. Pupils may have phones on school trips, if the trip leader has allowed and the teacher will give specific instructions on their use. School transport counts as school premises.



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Other devices such as lap tops, ipads, should only be in school if there has been an agreement with SENCo for long term use, or Section Head/ Tutor for a specific purpose/event.

Pupils in Years 11 and 6th Form may use devices in common rooms and the library for study purposes.

At no time can any devices be used in toilets, changing rooms or bedrooms (on a school trip) after curfew.

Pupils must not take images or videos of other pupils in school without their permission and the permission of a teacher, and posting messages or images on social media during school hours is not acceptable and may lead to serious repercussions.

Pupils must ensure that all devices are password protected, that the password is not shared with anyone and that laptops have anti-virus software installed and are used according to the guidance above.

Any device brought into school within the guidelines above must be stored in a locker when not being used. These can be rented from ILS, the link is on your firefly dashboard. The safety of your devices is your responsibility.

The school bus counts as school premises in relation to the rules above.

Out of school use is the concern of your family setting. We can provide guidance, advice and support but cannot be responsible for behaviour on social media out of school hours.

We expect however that all of our school community treat others with respect when communicating online, whether that be by email or informal communications such as whats app or social media platforms.

Remote Learning COVID-19

In the event of a full or partial lockdown we would return to remote learning. If for a substantial period, this would involve some real time learning via video conferencing where possible and real time messaging where not. We also still have restrictions on inviting groups and visitors into the school premises and in specific circumstances (e.g. music lessons) this may require video conferencing.



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When communicating with teachers and other pupils in Firefly the rules and respect etiquette of a 'real' classroom will apply. This includes on the social forums as well as during formal collaborative tasks.

Where appropriate, teachers may use Zoom or Microsoft Teams to have real time live learning conferencing, or recorded content.

1. Only respond to meeting invites from your teacher/tutor from within firefly tasks or Virtual Tutor Group. For subject lessons you will be invited directly from your Firefly task page on the day of meeting which your parents will also be able to see. For tutorials you will be invited directly from your tutor group page.
2. When participating in video conferencing you should clear other personal pages from your screen to avoid sharing personal content. When you accept an invite from your teacher you will be admitted to a waiting room and wait until the teacher accepts you into the class. You should always use your real name.
3. Ensure you are in a space in your house that is public e.g. a dining room or kitchen, but where the privacy of other family members is protected.
4. Consider what is behind you that can be seen by your camera; a blank wall is best but ensure no personal identification or photographs are in shot.
5. Ensure that you are dressed appropriately.
6. You must not record your lesson or use/share live content of your class.
7. Teachers may pre-prepare recorded video/audio content. This is for school use only and must not be copied/shared with anyone outside the community or within the community for non-educational reasons. The same applies to any other resources or content within our platforms.
8. You may only join a video conferencing class or tutorial with the formal consent of parents.
9. Under no circumstances will you copy the video conferencing link and share it with anyone who is not in your class or tutor group.
10. Music Lessons: Pupils who are continuing music lessons in school this term will have them via zoom until it is safe for peripatetic teachers to visit in person. More information about this will be communicated separately, but Zoom lessons will take place in a designated place, on school equipment with a chaperone adult from school staff also present in the call but on 'silent mode'.



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11. Parents Evenings: If we are unable to welcome parents back on site in group situations we will be using School Cloud for Parents Evenings.

12. We will expect our normal values of courtesy and respect to others to be maintained in a virtual classroom or meeting. Rules and guidance are there for everyone's safety and to ensure the best learning and communication. If they are not followed parents/guardians will be contacted to agree an appropriate sanction or follow up.

NB We may use video conferencing within school for group assemblies. These do not require consent as they will be in the company of teachers in our setting.