

**Sir Bobby Robson School Acceptable use of ICT agreement 2025**

Students at Sir Bobby Robson School must develop the research, information fluency, and technology skills that will allow them to be successful in this digital world, as well as the skills necessary to live safely and ethically. Computer access and access to the Internet, digital communication and collaboration tools, and online learning spaces are critical to teaching these skills. The guidelines set forth in this document are based on the draft Online Safety Bill (2021) to promote safe, legal, and ethical use of technology within our school setting.

Failure to adhere to school policies, procedures, and guidelines for the use of technology resources may result in revocation or restriction of access privileges and/or disciplinary action. In addition to the school’s standard consequences for misbehaviour, any network misuse or illegal activities may result in contact with the student’s parent/guardian, or if a violation of law has occurred, contact with the police.

**The following must be agreed to by both *pupils and parents*-**

**I will:**

* Follow all school and classroom policies, procedures, and guidelines when using technology.
* Use all school technology resources to create files and projects for school-related work, research, and college and career planning.
* Keep my usernames and passwords private.
* Treat others with respect and use appropriate language in all of my electronic interactions with others.
* Immediately tell a teacher or other adult staff member if I receive an electronic comment or communication that makes me feel uncomfortable, or if I accidentally access inappropriate materials, pictures, video, or websites.
* Respect the work and intellectual property rights of others, and I will not intentionally copy, damage, or delete another user’s work. I will properly cite my sources when I use someone’s information, pictures, media, or other work in my own projects.
* Respect the privacy of others. I will limit all in-school photography, video, and audio recording to educational use. I understand that this applies to both district technology resources and my personal electronic devices.

**I will not:**

* Use school resources to find, create, or send information to spread lies or misinformation; or harass, harm, or bully others.
* Use technology to gain unauthorised or inappropriate access to district technology resources. This includes attempting to find ways around the system firewall.
* Use, retrieve, store, or send improper language, pictures, or other digital content.
* Cheat – by using school technology resources or my personal electronic device. I will not get or give answers to tests; search for and/or copy answers or information on the Internet or other electronic resources contained on or in any technology resource or device; copy and submit someone else’s information or assignment as my own; or conduct other similar forms of electronic cheating.
* Access inappropriate or blocked resources using personal Wi-Fi accounts, 3G/4G, anonymous proxy sites, or by any other manner while on district property during school hours.
* Share or post any personally identifiable information about others or myself that could help someone locate or contact others or me. This includes such things as email address, full name, home or school address, phone number, parent’s or guardian’s names, and school name.

**I understand:**

* Use of school technology resources, including networks, computers or mobile devices, and the Internet is a privilege, which may be denied, revoked, or restricted at any time for misuse or abusive conduct.
* Sir Bobby Robson School reserves all rights to control its technology resources and may monitor or restrict a user’s technology resources. The school may search any district device that is assigned to a user; and retrieve, alter, and delete any data created, received, or maintained by any user.
* Loss, damage, or unavailability of data stored on the system regardless of the cause is not the responsibility of Sir Bobby Robson School.
* Online learning spaces and communication and collaboration tools should be treated as classroom space, and language and behavior that is not appropriate in the physical classroom is not appropriate in online spaces, no matter what time of day or location those spaces are accessed.

**Acceptable Use of Technology Agreement for Students**

* Assignments in online learning spaces are just like any other assignment in school, and students are expected to follow all policies and procedures in the Student/Parent/School Handbook, including all policies related to cheating, plagiarism, and acceptable use of technology.
* Personal electronic devices are at an increased risk of being stolen, misplaced, or damaged, and Sir Bobby Robson School is not responsible for any damage or theft of personal property.
* Use of personal electronic devices during the school day should be limited to legitimate educational purposes and only with agreement from the Headteacher in exceptional circumstances linked to EHCP outcomes.
* I may be subject to disciplinary action for using technology in violation of school policies, procedures, guidelines, or the Student/Parent/School Handbook.

***Parent/Guardian Notice and Permission (Sign)***

# Policy has been explained to student (Please tick)

**Filter**

Within school hours Sir Bobby Robson School provides students with access to various technology resources, including a wide range of educational resources through the Internet. The school uses content filtering technology on all school computers with Internet access to protect against unacceptable web content. However, because no web filtering technology is 100% safe, the school makes every effort to monitor online activity.

**Parent and Guardian Rights**

Outside of school, parents/guardians bear responsibility for providing guidance on Internet use, just as they do with other information sources such as television, radio, movies, and other possibly offensive media. Parents/guardians are responsible for monitoring their child’s use of the Internet and access to district technology resources, including online learning spaces, collaboration tools, and educational resources.

While parents/guardians DO NOT have the right to use Sir Bobby Robson’s technology resources, including devices, for their own personal use for purchasing goods or services, they do bear certain responsibilities. Parents/guardians have the right at any time to review the contents of their child’s electronic data. In the event that a parent/guardian has serious concern regarding their child’s safety and wishes to review their child’s electronic files, they must submit their request in writing to the Headteacher. The request must include the student’s name, a list of files, screenshots, or accounts names and usernames and the reason for requesting a copy of their child’s files. The Headteacher will work with the IT department to obtain copies of the files.

Parents/guardians also have the right to request termination of their child’s computer and account access through a written request. Parents/guardians should be aware that their decision to limit or eliminate access to technology resources will significantly affect their child’s ability to work collaboratively on projects and assignments, and will hamper the development of skills necessary to live and work in this increasingly digital world.

Parents/guardians who wish to terminate their child’s access to district technology resources must provide a written request to the Headteacher. Without a written request, the school will assume that permission has been granted for the student to access the Internet, electronic resources, and online learning spaces.

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| **Date agreed:** | February 2025 |
| **Review date:** | February 2026 |