# Toynbee School

**ICT and Online Safety at the Toynbee School 2022/23**

As part of the national curriculum, pupils use computers in school to access the internet and to send email. Teaching pupils about safe use of these facilities is included as part of the curriculum. Your child will be introduced to eSafety in a planned and progressive way in school to help them understand how to keep themselves safe when using the internet and other electronic devices. We will ensure that safe use is always included when new activities are introduced to pupils.

As part of our commitment to pupils' safety we always ensure that access to the internet has a valuable educational purpose and is supervised. Internet access is provided by Toynbee School through a filtered system which prevents access to the majority of undesirable material. However there is always a small chance that undesirable material can get through the Hampshire filters and we will teach the children what to do should this occur. We will educate pupils to act responsibly on the internet and to understand some of the risks involved.

**All Toynbee Pupils are given a school email address.** When pupils use email or other forms of electronic communication, this will always be in a carefully controlled way so that we know who pupils are in contact with.

Many children now have access to the internet outside school, some via their mobile phones. Parents should be aware that this offers pupils much more freedom to use the internet and consequently more ready access to material and activities which might be considered unsuitable and therefore take appropriate measures-controls. Pupils may also use this freedom to make contact with people they do not actually know, although they may consider them their friends, because they make contact with them on a regular basis. Pupils may also use some of these facilities (such as MSN, text messaging, cameras on mobile phones or social network sites such as Facebook, Snapchat and Instagram) to send upsetting messages or publish things about other pupils which could count as bullying. **These activities are discouraged in school and we would ask parents to also monitor their child's use of personal devices. You will find a dedicated page on our school website providing parents with further information on esafety. We also publish a monthly update on esafety matters alerting parents to any new 'dangers' online, which you will also find on our website.**

We will teach pupils about cyberbullying, 'sexting'' and the danger of making contact with strangers online as part of the curriculum. We want you to know that we take any activity of this kind seriously even if it takes place outside school, as it can be seriously upsetting for the recipient. We would contact you if an issue of this kind were to arise and would ask for your support in dealing with issues. **In the event of a pupil mis-using the school systems or their own devices, we shall apply appropriate sanctions. We would remind parents that in this regard the school has more legal power than the police, in that we are allowed to confiscate and search devices.**

I enclose a copy of the Acceptable Use Policy that we operate at our school, I would ask that you please complete the Year 7 - September 2024 Contact details and Consent forms found on our website.


Yours sincerely,


Mr M Longden

Headteacher

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## Pupil Acceptable Use Agreement

Toynbee School Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These 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. Young people should have an entitlement to safe internet access at all times.

**This Acceptable Use Agreement is intended to ensure:**

- that our young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems at risk.
- The school will provide good access to digital technologies to enhance pupils' learning and will, in return, expect pupils to agree to be responsible users.

## Acceptable Use Policy Agreement

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

**For my own personal safety:**

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- 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 (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc )
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line, to an adult.

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**I understand that everyone has equal rights to use technology as a resource and:**

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I understand that the school can examine and delete any offensive material found on its systems
- 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 the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.
- I will not use my personal file space to save Upload or share offensive materials

**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 users' 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 the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school :**

- I will not use my phone in school and understand strict sanctions will be applied if I do.  Other personal devices can only be used by permission e.g. USB stick.
- 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 hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I understand that the use of social media sites in school is not allowed.

**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)

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- 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.

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

- I understand that the school also 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 school and where they involve my membership of the school 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 the school network, detentions, inclusion, twilights, exclusion, contact with parents and in the event of illegal activities, involvement of the police.

**Please complete the relevant question in the** Year 7 - September 2024 Contact details and Consent forms **found on our website to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement.**