**Please return to Manor Drive Secondary Academy**

**Policy Statement.**

This Policy applies to the use of computers, laptops, notebooks, mobiles phones, MP3 players, tablets, digital cameras and similar devices. The advice given also applies to their use outside school since our aim is to teach Students how to use technology safely and to keep themselves safe when using it.

At ‘Manor Drive Secondary Academy’ we believe that computers are essential tools used to support learning and enhance instruction. We also recognise that other electronic devices such as mobile phones play an increasingly important role in the life of the students, although these are not included as acceptable devices within our classrooms. With these tools comes a responsibility that must be accepted by our school community. Our school-wide network provides access to shared resources such as printing, email and the Internet, which offers vast, diverse, and unique educational resources. This worldwide access is accompanied by additional responsibilities. The users’ behaviours and actions now represent the ‘Manor Drive Secondary Academy’ community in a global arena.

Although the Internet provides a unique opportunity for learning, its nature also makes materials available that have no educational value, and some that many may find inaccurate and offensive. Though we will try to protect our students from such sites and reserve the right to supervise our students, ‘Manor Drive Secondary Academy’ cannot guarantee that every objectionable site will be disabled in advance or that every student will be monitored at every moment.

**Computer Technology and Internet Safety.**

Within our school, the use of the device to access the internet and school network will be monitored and filtered, in line with our normal AUP policy.

The device must be fully charged at the start of a school day ready for use.

Students will be allowed to use their device with their own internet connection at home and other recreational establishments. The Smoothwall web-filter and Classroom.cloud monitoring software cannot be overridden and operates whenever and wherever the device is on.

We believe that it is important for students to develop digital responsibility and safe practices when using the internet. We can provide parents with instructions and advice on how to restrict access if required.

To encourage use as a fully immersive digital device, we will allow students to use their own device account to install their own music, books, films and apps. However, they must comply with the following guidelines:

Students must NOT:

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| • | Use their device to access content or websites that are inappropriate or illegal. |
| • | Ignore copyright – any media placed on the device by students must be their own or copyright-free. |
| • | Install apps that are age inappropriate or offensive. We will set appropriate internet and age-restrictions and remove any apps/media that it considers to be inappropriate. |
| • | Try to ‘jailbreak’ the device or change the settings that have been put on by staff. |
| • | Use the device to engage in any kind of criminal activity, gambling, spamming, hacking, derogatory language and cyber bullying. |
| • | Use the device to take photographs/audio/video recordings of any other students/member of staff without their consent. |
| • | Be impolite, abusive or use derogatory language - cyber-bullying is not permitted or tolerated. |
| • | Any personal information such as your full name, address or telephone number should not be revealed without your parents’ or teacher’s permission. |
| • | Do not give out your passwords to anyone other than your parents or teachers. |
| • | Never agree to get together with someone you meet online without your parents’ permission. |
| • | Any information or experience that makes you feel uncomfortable should be reported to your teachers, parents or the ICT Department. |
| • | Students must also make sure that they use the device in all lessons in accordance with the class rules of the relevant teacher – some uses and activities may only be allowed in certain subjects or at certain times. In order to retain possession of the device, students must comply with the code of conduct: failure to do so may result in access to the device being withdrawn. |
| • | Attempt to contact staff members via email or MS Teams outside of school hours or in an inappropriate manner. |

Any violations by students will be taken seriously and we will take appropriate action. Parents will also be informed where these guidelines have been breached.

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| Student Name |  | Parent Name |  |
| Student Signature |  | Parent Signature |  |
| Date |  | | |