EMBLEY
HAMPSHIRE

Responsible Use of Information and Communications Technology & Resources

Digital Resources in our context refer to school Information and Communications Technology systems and equipment (such as desktop computers, laptops, tablets, other mobile devices, printers, scanners, photocopiers and other peripherals), but also to programs, applications and services available on the network or on the internet. Therefore, we expect that this agreement is adhered to both in School and when our digital resources are accessed remotely via any device.

Teachers, support staff, pupils and members of the wider community at Embley are encouraged to use our digital resources as a way to create and share content and resources. They are able to collaborate with others and network within and outside of the school community, always with the overarching aim of supporting and enhancing teaching and learning.

ETHOS

- The school aims to create an environment in which we work collaboratively to encourage academic ambition, belief in oneself and compassion for others, and where all are valued as individuals; one which provides the opportunity for participation in a rich and diverse co-curricular programme and which is underpinned by a culture of respect for ourselves and others. The school therefore expects that its digital resources are used in this spirit.

- The school expects the members of the school community to show respect and consideration for self and others and to behave compassionately and appropriately, and in such a way that would not disrupt the use of our digital resources.

- The school will not tolerate any form of bullying or deliberate misuse.

- The school expects the members of the school community to use good judgment and behave in such a way that will reflect well on them and the school.

- An authorised representative of the school may view, with just reason and without notice, any communications you send or receive, material you store on the school's computers/services or logs of websites you have visited. This data, regardless of where hosted, always belongs to the school. It is the group's policy not to view emails without good cause.

The following guidelines arise from these expectations:

EQUIPMENT/HARDWARE

- I will look after my school iPad and will ensure it is always in its case.

- I understand that I am responsible for ensuring my iPad is fully charged and ready for school every day.

- I understand that I am solely responsible for any other devices that I bring into school and that the school cannot be held responsible for their damage, theft or loss.

- I will look after the school's digital resources and will not do anything that will damage the school ICT systems or equipment.

- I will not install, remove, relocate or interfere with any school IT equipment unless specifically authorised to do so by a member of staff.

- I will not install, attempt to install or store any unauthorised software or applications on school ICT systems or equipment. I will not remove or attempt to remove any software applications that are installed on School ICT equipment including my iPad without permission.

I will only use the school's printing facilities for printing academic work, after it has been proof-read for errors and corrected, and will only print out multiple copies when specifically instructed to do so by a

member of staff. Whenever possible, I will avoid printing altogether.

- I understand that I am allowed to bring my own mobile devices (such as tablets or laptops) to school and connect them to the school's Wi-Fi network, providing I follow the directions set out in this agreement.

- I also understand that the use of the school's digital resources and my own mobile device is a privilege, which will be revoked should I not use them according to the terms of this agreement.

- I will respect the right of others to work in an environment that is free of distractions. I will therefore ensure that I contribute to this environment by turning any device, including my iPad, to mute or silent, unless directed otherwise by a teacher.

- I understand that the school will charge parents/guardians an administration fee (currently £100 including VAT) should my iPad need to be repaired or replaced because of accidental damage.

- I also understand that, although the iPad and its case are insured for theft from a locked premises with a valid police reference number and accidental damage, the insurance does not cover loss or damage that is deliberate or a result of reckless handling. Replacement iPads in these circumstances will be billed to parents/guardians (currently £450 including VAT).

PRIVACY/DATA

- I will keep my passwords secret, not write them down and will change them regularly where applicable.

- Any mobile device I use to connect to the school network will be secured by a password and/or passcode.

- I will not use another pupil's username and password to access the school network, even if they have given me permission to do so. If I become aware that my password may be insecure, I will change it without delay.

- I will respect the privacy of others and will not seek to obtain access to their data.

- I understand that revealing my personal information, or that of others, to any other person in any way is potentially dangerous and illegal. Examples of personal information are birth dates, addresses, mobile phone numbers, current or future location and schedules.

- I understand that interfering with or trying to bypass any security measures the school may have in place is dangerous and irresponsible. I will therefore respect any measures the school has deemed necessary to maintain a safe teaching and learning environment.

- I understand that the school has a responsibility to investigate any instances of irresponsible use of its digital resources. This means that any digital device, including my own personal device, may be subject to investigation at any time.

ACADEMIC INTEGRITY/PLAGIARISM

- I understand that plagiarism and its various forms, including direct copying, paraphrasing without proper citation, and submitting someone else's work as one's own, including that obtained using Artificial Intelligence (AI) tools is not acceptable, and that robust disciplinary action, including disqualification from exams, will result from this.

- I will therefore always properly cite and reference any information obtained from online sources.

- I understand AI tools can be valuable for learning, but also that relying solely on AI-generated outputs constitutes plagiarism.

- I will therefore use AI tools as aids for improving my work, rather than substituting my own thinking or originality.

- I will seek advice and guidance from my teachers or mentors when uncertain about appropriate use of digital resources or AI tools.

Reviewed June 2023