

Campbeltown Grammar School



Use of Technology by Pupils

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Background

The use of technology to enrich the learning process is widely acknowledged and encompasses all areas of the modern curriculum. It is accepted also that pupils themselves have mobile technology and that these devices can also contribute to the enhancement of the learning experience.

Various educational projects have proven the benefits of Internet access enabling pupils to explore libraries, databases, bulletin boards, and to exchange information with other learners and teachers throughout the world. Although Internet use is supervised in school, staff should be aware that some pupils may try to find ways to access material that is inappropriate or potentially offensive. However, the benefits in the form of information resources and opportunities for collaboration outweigh any potential disadvantages.

Argyll and Bute Council has established safeguards to avoid access to such materials.

These are:

- controlled Internet filtering;
- monitoring and review of user access; and
- proactive education in Internet safety

There is, however, a degree of responsibility that must be placed on the user and as such the following should apply:

- that the misuse of e-mail and the misuse of the World Wide Web (WWW) are quite separate issues and should be treated as such;
- the introduction of “websense” has allowed a greater degree of monitoring of pupils who attempt to misuse their access to the WWW and that an appropriate level of escalating sanctions should be introduced; and
- that the use of mobile technology is widespread and guidelines on what constitutes the acceptable use of this technology by pupils have to be developed in line with Argyll and Bute Council’s Standard Circular No. 1.20.

Use of Technology by Pupils

The aims of this policy paper are:

- to promote the positive use of technology;
- to update existing school policy on pupil use of the World Wide Web (WWW) in relation to the introduction of “websense” filtering software, specifically in relation to pupil sanctions for misuse; and
- to introduce a CGS policy on the use of mobile phones, and other mobile technology, in school, incorporating A&B guidelines set out in Standard Circular No. 1.20.

As such the existing pupil's agreement on the use of email and the Internet should combine with a new Use of Mobile Technology policy under an overall policy entitled “Use of Technology by Pupils”

The purpose of this is to give pupils, parents and staff positive guidelines on the use of technology. This will reinforce the educational benefits of using technology but, at the same time, clearly indicate what is acceptable and unacceptable use, the potential sanctions that could apply, and the adverse effect on their education that pupils could face.

Relevant sources of information:

Argyll and Bute Community Services: Education “Pupil advice on using the Internet”; and

Standard Circular 1.20 “Misuse of mobile phones in schools”

“Keep Your Child Safe on the Internet” – Home Office Publication January 2004

“A Parent’s Guide to Safety on the Internet” – Strathclyde Police Leaflet

Use of Technology In Argyll and Bute Educational Establishments

Responsible Use Agreement

The terms and conditions of the Responsible Use Agreement are:

The Internet

When accessing the Internet all pupils must abide by the following rules.

Users must:

- Gain permission from a member of staff before accessing the Internet;
- Only access Internet pages which are directly related to the current task;
- Only save/download information that is directly related to the current task;
- Report any instances of misuse to the member of staff in charge;
- 'Logout' at the end of each Internet session;
- Treat all equipment and other users with respect;
- Use the network in such a way that does not disrupt its use by others

Users using the Internet should never:

- Tell anyone their Login ID or Password;
- Use, without prior permission, mobile technology such as phones, mp3 players or USB memory sticks brought from out with the school;
- Access inappropriate websites;
- Circumvent, or attempt to circumvent, the "firewall" software by using proxy bypass websites.

Email

Users of email should:

- Check e-mails regularly (if you can on a daily basis);
- Try to reply as quickly as possible;
- Never assume that a message you have sent has been read;
- Remember that an e-mail message can be passed-on (forwarded) to others and could be read by many people;
- Delete any e-mail messages that are no longer needed;
- Take care about the font style you use. If you use UPPERCASE LETTERING in a message, it is considered the same as SHOUTING at someone;
- Limit your e-mails to one subject. This helps people to organise messages they receive;
- Always save a copy of important messages

Users of email should not:

- Send e-mail messages with large attachments (i.e. larger than 4Mb), as these may overload the e-mail system;
- Create rude or abusive e-mails about other people;
- Send illegal or offensive material;
- Read e-mails intended for others;
- Send or forward "chain e-mails";
- Use their home address or phone number, or those of other students, when on the network;
- Change the contents of a message from someone and then forward it to others, unless you let the sender know what you've changed

Mobile Technology

Mobile technology is defined as any item that can be carried to school by a pupil and includes mobile phones, music playing devices such as MP3 players or ipods, digital cameras or digital video cameras, any type of portable storage device such as a USB memory stick, hard disk, CD or DVD and small computers such as PDA's or laptops.

Mobile phones and Music playing devices

While we accept the value of mobile technology, it is essential that pupil use of mobile phones and music playing devices does not impede teaching, learning and good order in the school and therefore:

- Mobile phones and music playing devices must be switched off in class;
- Mobile phones and music playing devices must not to be used when travelling to and from classes;
- The use of Mobile phones and music playing devices is permitted to be used before school starts, during break times, lunch times and after school finishes;

- Ear pieces and headphones must not be worn in class at any time without permission of the class teacher;
- Mobile phones and music playing devices must not to be brought out in class for any purpose unless permission has been given by a member of staff;
- Under no circumstances must a camera phone be used in the school or its grounds to take a photograph or video of a fellow pupil or member of staff; and
- Emergency contact to and from parents/guardians must always be made through the school office.

Digital Cameras, Digital Video Cameras, Portable Storage Devices and small computers

Portable storage devices can be defined as any type of technology that allows digital storing. Examples are digital cameras, digital video cameras, USB memory sticks, portable hard disk, CD or DVD. Examples of small computers are personal digital assistants and laptops.

- Digital cameras, Digital Video Cameras and portable storage devices and small computers of any sort **must not** be brought to school without the express permission of the ICT coordinator

Personal safety

For the great majority of pupils the use of the Internet will be perfectly safe and enjoyable. But nothing in life is 100% safe, all the time, and the Internet is no different. Pupils need to take sensible precautions on the Internet.

- Never tell anyone you meet on the Internet your home address or your telephone number;
- Never tell anyone you meet on the Internet you school's name or phone number unless your teacher specifically gives you permission;
- Never send anyone your picture, or other personal details such as credit card or bank details;
- Never give your password to anyone – even a best friend;
- Never arrange to go alone to meet anyone you met over the Internet. If you do want to meet someone a responsible adult must be told first and if a meeting is arranged then an adult should accompany you and the meeting should be in a public place;
- Never hang around in a chat room or in a conference if someone says or writes something which makes you feel uncomfortable or worried and always report it to your teacher;
- Never respond to nasty, suggestive or rude e-mails;
- Always tell your teacher if you see bad language or distasteful pictures while you are on line;
- Always be yourself and do not pretend to be anyone or anything you are not;
- Always remember if someone makes you an offer that seems too good to be true, it probably is;
- Always delete attachments from people you do not know without opening them. They may contain viruses that can damage your computer/network.

Please note:

Privacy of electronic mail (e-mail) is guaranteed. However, those who administer the system on behalf of the Education Service have access to all mail messages.

All communication and information accessible via the network should be assumed to be private property of those who created it and therefore protected by copyright legislation.

Security on any computer system is a high priority. If a user identifies a security problem on the network he/she must notify the School Network Manager immediately. They should not demonstrate the problem to other users. Any users identified as a security risk may be denied access to the network.

Argyll and Bute Education makes no warranties of any kind, whether expressed or implied, for the service it is providing and specifically denies any responsibility for the accuracy or quality of information obtained through its network services.

Parents/Guardians and pupils are required to sign the “Use of Technology Access Permission and Responsible Use Agreement Form” as an indication that they have read the terms and conditions carefully and understand their significance and accept them.

Misuse of Technology

Staff Responsibility

Due to the ever increasing amount of sensitive information available through the computer network, staff are reminded that they must never leave a logged in PC unattended. As this could allow a pupil to access confidential information and has the potential to lead to a prosecution under the Data Protection Act.

Staff should not allow pupils to use a computer which they have logged on to unless under the closest supervision. This could also result in someone else attempting to access inappropriate internet content which would be recorded against that member of staff's login.

Pupil Responsibility

Misuse of the internet

1. In the first instance of attempting to access inappropriate content or proxy bypass services the student would receive a warning from ICT co-ordinator or nominee.
2. A second attempt will result in a referral by ICT co-ordinator to the student's Head of House. This will also trigger an immediate internet only block on the account still allowing access to email and the school network. Parents will be asked to attend a meeting with the Head of House. This meeting could include telling parents specifically what sites the student has attempted to access. An ICT usage agreement form is to be signed by both the parent and student before the block is lifted. It will be explained that any further inappropriate activity will result in a permanent internet block.
3. Should the student attempt to access inappropriate content or proxy bypass services again a permanent block of access to the internet will be put in place.

Misuse of email

1. Each individual instance of the misuse of email will be judged on the individual circumstances
2. Misuse of email can result in withdrawal of access to email for a time determined by the relevant Head of House. In addition an ICT usage agreement form may be required to be signed by both the parent and student before the block is lifted.
3. For serious or repeated misuse, parents will be asked to attend a meeting with the Head of House. It will be explained that any further inappropriate activity will result in a permanent email block.

Misuse of mobile technology

1. If a member of staff is aware that a pupil is using a mobile phone in the school or school grounds, outwith the permitted times, then the phone will be confiscated until the end of the school day. This should be recorded by the member of staff through the normal C&G referral system for information only to Head of Department and the appropriate Head of House.
2. Phones that are confiscated will require to be held in a secure place until returned to the pupil.
3. If another offence is committed by the same pupil then the phone will be confiscated and only returned to that pupil's parent or guardian in person. If there is a further infringement, parents/guardians will be informed that the pupil will no longer be permitted to take a phone to school for a specified period to be determined by the head teacher in line with guidance on periods of time set out in Standard Circular 3.08 on Exclusions from School.
4. The school cannot take responsibility for phones that are stolen or damaged while at school.
5. Emergency contact to and from parents/guardians must always be made through the school office. Pupils who feel unwell must always contact home via the school office and not through use of his/her mobile phone. This allows the office staff to monitor the pupil while they wait for him/her to be collected. It also avoids pupils leaving the school without a record being made.
6. If a pupil uses a phone to bully another e.g. to send threatening and/or abusive texts, the phone will be confiscated and the parents/guardians informed of the matter. It may also be reported to the police. The phone will be returned to the parents/guardians and the pupil will not be permitted to be in possession of a phone on school premises again.
7. If such threatening or bullying incidents involving school pupils occur out with school then the parents/guardians of the victim will be advised to contact the police.
8. Under no circumstances must a camera phone be used in the school grounds to take a photograph or video of a fellow pupil or member of staff.

Appendix 1 – Use of Technology by Pupils – Letter to Parents/Guardians

Appendix 2 – Use of Technology by Pupils - Access and Responsible Use Agreement Form

Rector: William Crossan BEd(Hons)

Campbeltown Grammar School

Hutcheon Road, Campbeltown, Argyll, PA28 6JS

Tel: 01586 552907 Fax: 01586 554691

Our Ref: Your Ref:

If phoning or calling please ask for:

e-mail: enquiries@campbeltown.argyll-bute.sch.uk

Date:

Dear Parent/Guardian

The use of technology to enrich the learning process, for communication and research, encompasses all areas of the modern curriculum. Educational projects have proven the benefits of access to the Internet, enabling pupils to explore thousands of libraries, databases and bulletin boards. It is accepted also that pupils themselves have their own mobile technology and that these devices can also contribute to the enhancement of the learning experience of pupils.

Although Internet use is supervised in school, parents/guardians should be aware that some pupils may try to find ways to access material that is inappropriate or potentially offensive to some people. Argyll and Bute Council has established safeguards to avoid access to such materials. These are:

- controlled Internet filtering
- monitoring and review of user access
- proactive education in Internet safety

The benefits of access to the Internet for pupils, in the form of information resources and opportunities for collaboration, outweigh any potential disadvantages.

However, a degree of responsibility must be placed on the user. I enclose a copy of Argyll and Bute Education Service's Responsible Use Agreement. If you agree that your son/daughter is to have access to the Internet, please sign the enclosed form and return it to your son/daughter's registration teacher by XXXXXX

Failure to return the Internet Access Permission and Internet Responsible Use Agreement will result in your son/daughter being denied access to this facility. This withdrawal of access will have serious implications for any senior student studying a certificate course that requires access to the Internet. If you would like to discuss this matter, please do not hesitate to contact me at the school.

Yours sincerely

Michael Casey
Depute Head Teacher

Campbeltown Grammar School

Use of Technology - Access Permission

If you wish your son/daughter to have access then please complete the following agreement:

Student's Name (BLOCK CAPITALS)

Reg. Class

As the Parent or Guardian of this pupil, I wish / do not wish my son/daughter to have school access to the Internet. (*delete as appropriate*)

Parent/Guardian's Name (BLOCK CAPITALS)

Signature **Date**

Use of Technology - Responsible Use Agreement

Student's Name (BLOCK CAPITALS)

Reg. Class

I have read and will abide by the contents of the Responsible Use Agreement. I understand that if I breach any terms of the Agreement, my access privileges will be reviewed and could lead to:

- An indefinite ban from using the Internet
- An indefinite ban from using the email system
- The confiscation of the mobile technology

Student 's Signature **Date**

Parent/Guardian's Name (BLOCK CAPITALS)

As the Parent or Guardian of this student, I have read the Responsible Use Agreement. I understand that this access is designed for educational purposes and that Argyll and Bute Education has taken precautions to prevent access to inappropriate material. I also recognise that Argyll and Bute Education cannot restrict access to all potentially offensive materials and I accept they cannot be responsible for materials acquired on the network.

Parent/Guardian's Signature **Date**