

One to One Device Acceptable Use Policy



Lealands
High School

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Lealands High School

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One to One Device Acceptable Use Policy

Introduction

Lealands High School policies are designed to support the school ethos, aims and vision. Lealands is a positive learning community which is fully inclusive to ensure equality of opportunity for all.

Our aims are outlined in our Home School Agreement.

Our aims:

Excellence in everything we do

- Everyone achieves success and makes excellent progress
- We all continually improve what we do and work hard
- We care about being the best we can be and getting the best out of those around us

Everyone has responsibility

- To prepare young people for life and a positive future
- To ensure that school is a safe place
- To help and support others to grow and succeed

Respect for all

- Everyone is valued for their contribution
- All are cared for and supported so that needs are met
- We recognise and celebrate the talents, gifts and uniqueness of every individual

In order to achieve these aims students, parents and the school need to work in partnership.

Our vision is to be:

*Everyone **achieves excellence**, demonstrates **respect** for all and takes **responsibility** for their own actions, while helping others to be successful.*

We strive to achieve this vision in all that we do and staff, students, parents, governors, other school stakeholders and partners are all an important part of making this happen.

One to One Device Acceptable Use Policy

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 Lealands High School we believe that Chromebooks are an essential tool 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, file storage, 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 Lealands name 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, Lealands High School 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 Chromebook to access the internet and school network will be monitored and filtered, in line with our normal AUP policy.

We will set up a management account to download and update appropriate curriculum applications and lock internet browsing and apps on devices to age-appropriate settings.

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. This may not be fully monitored and filtered and Lealands High School will not be responsible for any websites or resources that a student access.

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. Students cannot use the school domain (@lealands.luton.sch.uk) to store personal data, music, videos, etc. They must also comply with the following guidelines:

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Students must **NOT**:

- 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.
- Adhere to the same standards of behaviour online that are expected offline. Be polite. Abusive, derogatory language or cyber-bullying is not permitted or tolerated.
- Divulge their personal information such as your full name, address or telephone number, and understand that this should not be revealed without their parents' or teacher's permission.
- Give out your passwords to anyone other than your parents or teachers.
- Agree to get together with someone you meet online without your parents' permission.

Students **MUST** comply with the student Chromebook Code:

- Chromebooks must be used at all times in a safe, responsible and appropriate way and in line with Lealands High School E-Safety & Acceptable Use Policy.
- Chromebooks must never be left unsupervised, unless in a locked area such as classroom, changing room or school locker and with the staff members' permission.
- Only Chromebooks purchased through the school's own scheme or approved through the 'Bring Your Own Chromebook Device' scheme may be brought on to the premises. Other devices are not permitted.
- Chromebooks must be brought to school every day and in their protective sleeve.
- Chromebooks must be brought to school fully charged. **Charging of Chromebooks is not permitted anywhere in school.**
- Chromebooks are only to be used in lessons (when requested by the teacher) and in the Learning Resource Centre. Use elsewhere in school is not permitted.
- Chromebooks should remain in bags at all times in lessons unless their use is requested by the teacher.
- No food or drink is allowed next to a Chromebook.
- All labels/ tagging attached to Chromebooks must remain in place and not be removed.
- Chromebooks should be put to sleep when not in use to conserve battery life.
- Chromebooks should be fully closed when they are put away and not left in "tablet" or "tented" configuration.
- Students are only allowed to login to Chromebooks using their school Gmail email address while on the school premises. The use of personal Gmail accounts is not permitted on the school site.
- Gmail is not to be used in lessons unless specifically requested by the teacher.
- Sound must be muted at all times at school unless permission is obtained from the teacher for instructional purposes.
- All students may bring in one pair of headphones for use with their Chromebook. Headphones should remain in the protective sleeve and are only to be used when requested by the teacher. Headphones must plug directly into the Chromebook and not be Bluetooth enabled.
- The school will confiscate any Chromebook found to be used inappropriately. Parents/carers will be contacted immediately in all instances.
- Where Chromebooks are confiscated, students will be expected to complete all work that has been set online in their own time.

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- Students/families will be financially responsible for any deliberate damage to a loan Chromebook or a fellow students' Chromebook
- Students must not attempt to alter data, the configuration of a device, or the files of another user.
- Filming/ photographing of students and/or teachers without their permission is unacceptable and appropriate disciplinary action will be taken.

Any violations by students will be taken seriously and we will take appropriate action, including loss of school internet access, restrictions on use and wiping or repossession of the device. Parents will also be informed where these guidelines have been breached.