HAVEN HIGH

Haven High Academy
Marian Road, Boston,
Lincolnshire,
PE21 9HB

Pupil IT User Contract

Introduction
Pupils will only be granted access to the Academy ICT resources when they understand this contract and have returned a signed copy. Please read in conjunction with the Trust Acceptable Use Policy.

Pupils and parents should know that:

- All on-line activities are monitored and logged – we can monitor what internet sites are used and where inappropriate language is used in emails;
- All emails are securely recorded and stored for seven (7) years;
- Some sites are automatically blocked because they are NOT considered appropriate;
- If you write or send anything electronically (including via a webcam) you will no longer have control of it. Think very carefully about this – how would you feel if other people saw or read it?
- You cannot always be certain that the person you are communicating with is who they say they are;
- Not all information on the internet is true – you must think carefully about what you read and ask for advice if you are unsure;
- All data stored on the Trust IT systems is owned by the Trust and not the individual; and
- Inappropriate on-line behaviour may result in sanctions. This may include contacting home and/or banning ICT access.

This contract also applies to pupils during Academy trips, visits and extra-curricular activities.

1. **The Pupil IT User Contract**

Every pupil will be asked to read (or have read to them) and sign the attached contract to say that they have understood their responsibilities for using IT safely.
All parents/carers of each pupil will also sign the same. Without a signed contract, IT will not be available for that user to support and enhance learning within the Academy.

2. **Mobile Phones/Devices**

Mobile phones, smart watches, air pods and all other web enabled devices are not allowed In school. If students bring them Into school, they must be turned off and stored away. We operate a hear It, see It, lose It policy for these devices. They are returned to students after completion of a 10-minute detention.
I understand that the Academy will not take responsibility if your mobile device is lost, stolen or damaged

3. **Support for the Responsible and Ethical Use of Technology**

Our Academy uses the internet as a learning and teaching tool. We see the internet and mobile technologies as valuable resources but we acknowledge they must be used responsibly.
Your child has been asked to agree to use the internet and mobile technology responsibly at the Academy.
Parents should be aware that the nature of the internet means that full protection from inappropriate content can never be guaranteed.

At the Academy we:

- teach pupils about the opportunities and risks the internet offers;
- regularly reinforce the importance of our Pupil IT User Contract;
- provide a filtered internet service and monitor emails;
- provide supervision and direction in internet activities and when using mobile technologies for learning;
- utilise mobile technologies for educational purpose, e.g. podcasts, photos from excursions;
- provide support to parents to understand this agreement; and
- provide helpful information for parents.

4. E-Safety – Advice for Parents/Carers

At the Academy, the internet is used to support learning and teaching. At home, however, it is often used differently. Not only is it a learning resource for pupils, but it is being used increasingly as a social space to meet, play and chat. If using the internet at home, encourage your child(ren) to show you what they are doing online. Bullying, stranger danger, gossip and giving personal information about yourself to the wrong people have long been issues for young people growing up. These are all behaviours which are now present online. They are not 'virtual' issues. They are real and can harm and hurt. At home we recommend you:

- Make some time to sit with your child(ren) to find out how they are using the internet and who else is involved in any online activities;
- Ask your child(ren) to give you a tour of their 'space' if they are using a site that allows them to chat, publish photos, play games etc;
- Always get your child(ren) to set the space to 'private' if they use a social networking site like Instagram, TikTok, Facebook, etc. They are then in control of who contacts them and can access their information. They can block out anyone at any time;
- Have the computer or other device, including games console, with internet access in a shared place in the house – not in your child(ren)'s bedroom;
- Negotiate appropriate times for your child(ren)'s online activities and use of mobile phones;
- Stress they should never meet someone they 'meet' online without talking to you;
- Ask questions when your child(ren) show you what they are doing, for example:
    - How does it work and how do you set it up?
    - Can you block out people?
    - Who else is sharing this space or game?
    - Did you know them before or did you 'meet' them online?
    - What do you know about them?
    - Is it safe to give details about yourself?
    - Why is this so enjoyable? What makes it fun?
    - Can you see any risks or dangers in the activity?
    - What would you say to warn/inform a younger person who was going to start to use the space?
    - What are you doing to protect yourself or your friends from these potential dangers?

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- When would you inform an adult about an incident that has happened online that concerns you?
- Discuss why your child(ren) might keep it to themselves.

- Many pupils say they will not tell an adult they are in trouble or ask for help because:
  - they might get the blame for any incident
  - they don't think adults 'get' their online stuff – it is only for young people
  - they might put at risk their own access to technology by:
    - admitting to a mistake
    - highlighting a situation that might lead a parent to ban their access

5. Support Information for Parents/Carers

The Academy's Pupil IT User Contract not only forms part of the rules of the Academy but also the desired behaviours and values the Academy community believes are important for everyone.

The Academy sees the education of safe and ethical digital citizens as essential in the lives of its pupils and as a partnership between home and the Academy. Pupils spend increasing amounts of time online. When they join online communities, they need to be cybercitizens who 'do the right thing' by themselves and others online, particularly when 'no one is watching'.

Safe and ethical behaviour online is explicitly taught at the Academy and it is anticipated that these behaviours will be reinforced by parents/carers when pupils use the internet at home. It is important to note that some online activities are illegal and, as such, will be reported to the Police. This includes harassment of others, publishing inappropriate images, etc. Please see the Academy's Arrangements for Safeguarding Children Policy.

Staying Safe

Pupils can be approached, groomed, and bullied online. They like to publish information about themselves and their friends in spaces like Facebook, TikTok, Club Penguin, Instagram, SnapChat, Fortnite etc. We recommend that pupils:

- don't use their own name, but develop an online name and use avatars where available
- don't share personal details including images of themselves or their friends online
- password protect any spaces or accounts they have and never share that password with anyone
- don't allow anyone they don't know to join their chat or collaborative space, and use the block feature
- are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) – once it is published they have lost control of it.

Being Respectful Online

The online environment sometimes feels different. The language is different. Sometimes pupils say things online that they would never say to someone's face. Not all altercations are bullying, but unacceptable behaviours need to be addressed. See the Academy Behaviour Policy.

- Being online can make pupils feel that they are anonymous (however online interactions can be traced).
- The space or chat they use in leisure time might have explicit language and they will feel they have to be part of it.
- Often the online environment has very few adults.
- Participation in bullying or hurtful actions can take many forms in the online world. Forwarding the messages, telling others where to go and see any published images, content which has been deliberately posted to humiliate another person is all part of how someone can participate and contribute to the hurt or bullying of another person.
- Deliberate exclusion of another in an online space is another way some pupils hurt each other online. It is important that these behaviours are discussed as separate from the technologies.

Not looking for rude or offensive sites

Filters block a lot of inappropriate content but they are not fool proof. For pupils who deliberately seek out inappropriate content or use technology that bypasses filters, the pupil's internet access will be reviewed which could result in their inability to learn properly.

Secure permission to use information or pictures

All music, information, images and games on the internet are owned by someone. The term *copyright* is a legal one and there are laws to enforce it. When accessing material from a website it is important to respect any copyright there may be on that material.

By downloading a freebie you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Remember, if an offer is too good to be true, the chances are it is!

Think about the reliability of information

Not everything on the internet is true, accurate or unbiased. The Academy teaches information literacy skills which enable pupils to locate, evaluate and use information effectively on the internet.

Copying and pasting information can help organise arguments, ideas, and information but it is important that your child(ren) use their own thoughts and language to express what they have learned.

Talk to an adult if I need help or see something I don't like online etc.

The internet has some really flashy and tricky ways to lead people into websites they are never meant to visit. It is easy for us all to get distracted. We want pupils to ask for help in locating the information they need and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content. Open communication between parents, teachers and pupils is the best way to keep pupils safe. Pupils will often share concerns with each other online. It is important that they tell a teacher and/or parent/carer when they are feeling uncomfortable or threatened online. If you have any concerns about this agreement or internet safety, please contact the Academy

6. Resource List

Some parents/carers have found these as a useful source of independent information:
www.saferinternet.org.uk
www.childnet.com/
www.internetmatters.org/
www.mumsnet.com/internet-safety
https://www.nspcc.org.uk/preventing-abuse
www.getsafeonline.org/safeguarding-children/

When I use ICT, both at the Academy and elsewhere, I have responsibilities and rules to follow.
I agree to:

- be a safe and responsible user
- support others by being respectful in how I work with them and never write or participate in online bullying
- never forward messages or support others in harmful, inappropriate or hurtful online behaviour
- report to an adult if I feel unsafe or uncomfortable online or if I see a friend being unsafe or being made to feel uncomfortable by others.

When at the Academy I agree to:

- Not use personal smartphpnes. smart watches, air pods or wen enabled devices at school.
- behave in the way outlined in this Pupil IT User Contract
- keep myself and my friends safe by not giving out personal details (for example full names, telephone numbers, addresses and images) and by protecting my password
- use the technology at the Academy for learning, use the equipment properly and not interfere with the work or data of another pupil
- not bring or download unauthorised programmes or files
- not go looking for rude or offensive sites
- be careful about using my name or other personal information on the internet
- remember that the content on the web is someone's property and I will ask the teacher or a parent/carer to help get permission if I want to use information or pictures
- use any agreed mobile devices for educational purposes only
- look after any Academy equipment I use.

I will talk to a member of staff or my parents if:

- I need help online
- I am not sure what I should be doing on the internet
- I come across sites that are not suitable
- someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
- I feel that the welfare of other pupils at the Academy is being threatened

When using any mobile device to capture data I will:

- only take photos and/or record sound or video when it is part of a class or lesson
- seek permission from individuals involved prior to taking photos, recording sound or videoing them (including teachers)
- not publish or send photos, recorded sound or video to anyone else or to any online space without checking with a member of staff first.