



Staff Member Responsible:	NEL
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The Gilbert School

Electronic Communications Acceptable Use Policy for Students

This policy has been produced in consultation with the Essex County Council Code of Conduct Policy for Schools and Academies.

This policy should be read alongside other policies of the school, particularly:

- Electronic Communications Acceptable Use Policy for Staff
- Electronic Communications Acceptable Use Policy for Visitors
- Behaviour Management Policy
- Child Protection Policy
- Data Protection Policy

Please note that use of the school network is intended to support your education as much as possible. This policy is not intended to limit the ways in which you can use the system, but to safeguard the reputation of the school, and to ensure the safety of all users. Please respect these guidelines, many of which are in place for your protection.

Internet and E-mail

I understand that:

- All use of the school's internet and e-mail in school, away from school and at home is monitored and recorded by the school system. My personal user area on the network may also be monitored.
- Use of the network, iPads and other devices to knowingly access inappropriate materials such as pornographic, racist or offensive material is forbidden and may constitute a criminal offence and result in permanent exclusion.
- The free use of search engines is permitted only when a member of staff is present.
- If I communicate online with staff at the school it will only be via the school's e-mail system, VLE or website **not** social network sites (Facebook etc.).
- Language which I use in electronic communication will be appropriate and suitable, as for all school work. I will not try to engage in "banter" with staff or ask any questions of a personal nature.

I will not:

- Send or forward messages, publish or create material which is offensive, hurtful or otherwise upsetting to staff, other students, anyone connected with the school or which damages the reputation of the school. This includes nude selfies, images of other students and any comments made on social media (Snapchat, Instagram, Twitter etc.)
- Send mass e-mails (many recipients) unless permitted to do so by a teacher.
- Use inappropriate avatars, bitmojis or desktop backgrounds.

Copyright

I understand that the school has a Copyright Licensing Agency (CLA) Education License and this means:

- I can copy works in any medium as long as it is just for school work and other activities within the school. I must acknowledge where I got the copied works from (display the web address, book title and author etc.).
- The audience of the copied works is limited to teachers, pupils and others directly connected with the activities of the school.

Protecting data

I understand that:

- I must not store any sensitive or personal information on any portable storage system (such as a USB memory stick, portable hard disk, personal computer or mobile phone) unless that storage system is encrypted and approved for such use by the school.

I will:

- Take every reasonable care to ensure other students do not gain access to my passwords.
- Report immediately any accidental loss of confidential information so that appropriate action can be taken.

I will not:

- Access or use another students' network or e-mail account.
- Share any sensitive or personal information about another person including passwords, images or video recordings.

School equipment

I will:

- Take all reasonable steps to ensure the safety and security of school ICT equipment. This includes not leaving laptops and other mobile equipment unattended.
- Keep all school equipment in the protective casing provided.
- Report immediately any damage to school equipment.
- Only access the school ICT system and Internet via my authorised account and password, which I will not make available to others.
- Ensure that all memory devices are virus protected and I do not open e-mail attachments or download files from the internet that I am unsure of. I will also refrain from hacking or physical tampering.
- Make efforts not to intentionally waste resources.
Examples of resource wastage include:
 - Excessive use of computer printers without checking 'Print Preview' on screen first.
 - Excessive storage of unnecessary files on the network storage areas.

I will not:

- Use my own equipment to connect to the school's network unless specifically permitted to do so.
- Try to fix equipment that has been damaged or is not working. The fault must immediately be reported to a member staff.
- Download any material onto the school network without permission or try and alter any settings on the network. For example, to bypass internet content controls or change how any element of the network performs.

In the Classroom

I understand:

- I can only use my smartphone or other devices if directed to do so by a member of staff where its use supports my learning in the classroom e.g. as a calculator, taking notes, photographing work, filming performances of experiments etc.

I will:

- Ensure my computer is fully logged off, or the screen locked, before being left unattended.

I will not:

- Share my network password or try to acquire another person's network password.
- Willfully interfere with and/or delete another person's work files.
- Record any activities in the classroom without permission from the teacher e.g. on a smartphone or iPad.

Live teaching or meetings using video conferencing software (Microsoft Teams/Google Meet)

I understand that:

- All live sessions will be recorded in order to safeguard the students and staff. This also allows students to watch the session if they could not participate.
- If technical difficulties happen, we expect students to show patience and understanding, however, if there are any ongoing issues or questions about this matter, students should email: teamssupport@gilberd.com
- Any student who fails to meet the school's standards and expectations will be issued with a clear reminder. However, any further poor behaviour could lead to your access to future virtual/live classes being withdrawn.
- Parents and carers can help set up devices but should not join any live lessons.

I will:

- turn off my camera and mute my microphone before any live teaching or meeting begins. Communication will be via the live typed 'chat' feature in Microsoft Teams.
- Use the 'hands up' facility to ask a question.
- Remember that respect for all is crucial, with appropriate language, questions, answers and responses being fully expected as if they were in a classroom at school.

I will not:

- Interrupt a presentation or teacher explanation.
- Attempt to join or set-up additional 'Teams'.
- Attempt to 'join' a teaching or meeting session early.
- Share any recording of a live teaching session or meeting (the teacher or member of staff will do this).

Privacy

- If I feel my privacy has been compromised by other students or staff, for example, taking pictures of me without permission or personal details being acquired online, then I must report it immediately to my tutor or class teacher.
- I will not use mobile phones, cameras or other electronic devices to take, publish or circulate pictures or videos of anyone without their permission.
- I will not share any personal or sensitive information about an individual. Any information I have access to shall be kept secure, will be accurate and will be deleted as soon as it has served its purpose.

Further advice on all E-Safety issues can be found at; Child Exploitation and Online Protection Centre www.ceop.gov.uk, www.thinkuknow.co.uk, www.kidsmart.org.uk.

Please select 'Yes' using the voting button on the e-mail that accompanies this policy if you:

- Understand that by not following these rules I may be subject to the school's Student Code of Conduct or even legal proceedings. Sanctions will depend upon the gravity of misuse and could result in permanent exclusion.
- I confirm that I have read and understood The Gilbert School's **Electronic Communications Guidance for Students**.