



CHAILEY SCHOOL

NEW TECHNOLOGIES POLICY

Date of Governing Body's Approval:

4th July 2018

Chair of Governors:

A handwritten signature in black ink, appearing to read 'Judith Myles', written over a horizontal line.

Head Teacher:

A handwritten signature in black ink, appearing to read 'Helen Key', written over a horizontal line.

Date Due for Review:
(3 yearly)

July 2021

New Technologies Policy

In order to reflect the changing world in which we live, and to take advantage of changing technologies, Chailey School continually reviews its policies with regard to access to the internet, the use of computers and portable, electronic devices and the filming/recording of students. Our new Technologies Policy is divided into three sections and parents/carers are asked to sign to give their consent to each.

Name of student:	Tutor group:
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Section A: The agreement for computer and internet use

All computer and internet use is supervised. When students are allowed to use computers or the internet, they will be expected to follow these rules. Whilst using computers or the internet at Chailey School students will:

1. Only use the computer for educational activities.
2. Not send offensive messages.
3. Visit appropriate websites which do not contain material that may be considered offensive.
4. Inform staff if they encounter any inappropriate material.
5. Keep their personal address, personal email address, phone number and password private.
6. Not use any computer in such a way that would disrupt the computer use of others.
7. Access only their own user account and files, or school drives as directed by the teacher.
8. Not interfere with any computer security measures the school may have in place.
9. If your computer is logged on, accept responsibility if another student accesses the computer.

Users should be aware that active checking is carried out to monitor computer activity and to determine which web sites are currently being visited by users, and what search terms are being entered into search engines such as Google. Any activity that is suspected may lead to this Acceptable Use Policy being contravened or that may bring the School into disrepute will be investigated and may result in disciplinary action and/or withdrawal of computer access.

Signed by parent/carer:	Date:
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Section B: The agreement for the use of portable electronic devices

Smart phones and tablets can be used to support a student's learning in many ways. Students are allowed to bring in smart phones and connect them to the school's wireless network provided they obey the following rules:

1. Mobile phones and other electronic equipment, apart from approved calculators, cannot be taken into examination rooms.
2. In lessons, phones must be switched off in pockets or in bags unless the teacher allows students to use the phone for educational purposes. Please be aware that School provides digital cameras and video cameras for filming in lessons for educational purposes.

3. Any videos and photographs taken at school must be for educational purposes only and comply fully with the regulations surrounding Controlled Assessment work.
4. Filming by students of Chailey School staff and students must only be done with their consent and the video must not be shared outside the School system.
5. Devices must only be used in lessons with the express permission of a member of staff. The member of staff will decide exactly what the device may be used for in order to enhance learning in that lesson. Students must not access other websites or apps during lesson time. Any member of staff is within their rights to confiscate the mobile device if it is being misused (to be returned from the school office at the end of the day).
6. If a student needs to contact home they should continue to do so via the main school office.
7. If a student is placed in isolation they lose these privileges and any portable electronic devices will be passed over to the supervising member of staff for the duration of the isolation.
8. Portable electronic devices must not disrupt learning and any abuse of the code will result in the privilege being removed and an appropriate sanction given. We reserve the right to access files stored on any portable electronic device if we have reason to believe that our usage agreement has not been adhered to.
9. Any electronic equipment brought into School is the responsibility of the student. If you are concerned about security of portable electronic devices then they should not be brought into School. Equipment brought into school is **not** covered by our insurance policy and so would recommend that you check with your own insurance company to ascertain whether there is any cover outside of the home.
10. The school's wireless network is **unsecured** and will give access to the internet using the same content filters as for a school desktop. No user should send confidential information such as user names and passwords using this network.

Signed by parent/carer:	Date:
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Section C: The agreement for the use of a student's image and/or work

During their time at Chailey School, students and their work may be photographed or filmed. Student safety must always be of paramount importance and no personal information must be made public. Parental consent is requested each year if their image/work is to be used with an audience outside of Chailey School.

Signed by parent/carer:	Date:
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