

ICT USAGE POLICY FOR LEARNERS

PURPOSE:

The purpose of this policy is to:

- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- provide learners and parents / carers with the overarching principles that guide our approach to online safety
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

1. Introduction

1.1 Bodens College of Performing Arts recognises the value of technology in young people's learning and development. This policy explains our expectations for how learners use IT both in schools and during remote learning.

1.2. As part of our curriculum, learners have controlled access to the Internet on devices such as (but not limited to):

- Computers, laptops and other digital devices
- Games consoles and other games-based technologies
- Digital cameras, webcams and video cameras
- Mobile phones and tablets

Learners will be taught how to safely use these devices as well information sources such as:

- The internet, which may include search engines and websites
- School learning platforms e.g., Google Classroom, Microsoft Office
- Other apps and software that may be considered appropriate
- Email, chat and social media

2. Aims

2.1. Bodens College of Performing Arts will support learners to be safe and responsible users of technology and:

- Become empowered and responsible digital creators and users
- Use resources and technology safely, carefully and responsibly, respecting system security and password security
- Be kind online and help create a community that is respectful and caring, on and offline
- Be safe and sensible online, and always know that they can talk to a trusted adult if they are unsure or need help.

2.2. We value safe behaviour. Any misuse of technology will be dealt with according to our colleges' Behaviour and Anti-Bullying policies. Misuse can include but is not limited to:

- Deliberately uploading or adding any images, video, sounds or text that could upset, offend or threaten the safety of a member of the school community
- Theft, disablement or misuse of, or damage to school equipment. An invoice may be raised to cover the cost of repair or replacement to damaged or stolen equipment.
- Using technology without permission and at times that are not allowed
- Bypassing school filtering and monitoring systems (this includes, but is not limited to, the use of VPN, personal hotspot devices, attempting to change school computer settings, using portable apps and anonymous browsers).

2.3. Bodens College of Performing Arts will take all reasonable precautions including monitoring and filtering systems, to ensure that learners and staff are as safe as possible when using school equipment, our internet and systems.

This monitoring will be proportionate and will take place in accordance with data protection (including GDPR), privacy and human rights legislation.

Bodens College of Performing Arts reserves the right to monitor the activity of all users on school systems. We will refer to [Saferinternet.org.uk](https://www.saferinternet.org.uk) provider self-certification when selecting providers to ensure they meet appropriate safety standards.

2.4. We recognise that the internet is constantly changing, with new apps, devices, websites and material emerging at a rapid pace. We will regularly review the methods used to identify, assess and minimise online risks, as well as examine emerging technologies for educational benefit and undertake appropriate risk assessments before use in school is allowed. Bodens College of Performing Arts cannot be held responsible for the nature and content of materials accessed on the internet.

2.5. We recognise that no technical system can replace online safety education:

- Embed online safety education in curriculum delivery, wherever possible.
- Model good practice when using technology and maintain a professional level of conduct in their personal use of technology, both on and off site.
- Develop awareness of Esafety issues through regular training and curriculum delivery
- Take appropriate action where necessary

2.6. All learners and parents have an important role to play in developing responsible behaviour. We will share this policy with learners in school and encourage parents to read and discuss the policy with their children at home. We ask parents/carers to role model safe and positive online behaviour and discuss online safety at home.

2.7. Some pupils may be more vulnerable online. This may include children in care, children with special educational needs and disabilities (SEND) or mental health needs, children with English as an additional language (EAL) and children experiencing trauma or loss.

We will ensure that differentiated and ability appropriate online safety education, access, and support is provided to vulnerable pupils and seek input from specialist staff as appropriate, including the SENCO and Child in Care Lead.

2.8. We respect the law. If we believe a pupil has committed a criminal offence, we will contact the relevant authorities. School owned information systems, including Wi-Fi, must be used lawfully. The Computer Misuse Act 1990 makes the following criminal offences:

2.8.1. to gain unauthorised access to computer material;

2.8.2. to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.

3. Pupil/Students Code of Conduct

- Students will only use school/college ICT systems, including the internet, e-mail, digital video, mobile technologies, etc. for school purposes, whether I am in school or not.
- Students will not engage in any form of cyber bullying.
- Students will follow all instructions issued by my teacher and use technology as they are directed to do.
- Students will only log on to the school network/Learning Platform with my school provided username and password. I will never share my username or password with anyone else.
- Students will always log off properly when I have finished using school systems/platforms.
- Students will not download or install software on school technologies or use personal USB flash drives/memory sticks on school hardware.
- Students will only use my school/college e-mail address for school related things including contacting my teacher.
- Students will not attempt to bypass any computer or user account restrictions to access confidential or otherwise restricted information on the school/college network.
- Students will not try to bypass the internet filtering systems in school/college.
- Students will make sure that all electronic communications with pupils, teachers or others are responsible and sensible.
- Students will be responsible for their behaviour when using school/college platforms. This includes resources accessed and the language used.
- Students will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If they accidentally come across any such material or anything that makes them feel uncomfortable, they will report it immediately to a teacher.
- Students will ensure that online activity, both in school and outside school/college, will not cause my college, the staff, pupils or others distress or bring them into disrepute.
- Students will follow the school/college approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school/college community
- Students will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.

- Students will immediately report any damage or faults involving equipment or software, however this may have happened.
- Students will not infringe copyright in any media content
- Students will treat my username and password with care – they will not share it, nor will they try to use any other person's username and password.
- Students understand Bodens College of Performing Arts systems are primarily intended for educational use and that they will not use the systems for personal or recreational use unless they have permission to do so.
- Students understand that, when they use own devices in an educational environment, they will follow the rules set out in this agreement, in the same way as if they were using Bodens College of Performing Arts' equipment.
- Students will only use chat or social media sites with permission and at the times that are allowed by teachers
- Students understand that in school/college, all use of the internet, keystrokes on school and personal devices and other related technologies may be filtered, monitored, logged and made available to teachers, to protect me and others and the integrity of school systems.
- Students understand that these rules are designed to keep them safe and that if they are not followed, school/college sanctions will be applied and a parent/ carer will be contacted.

For remote learning:

18. Students will have the camera and microphone switched on at the start of any 'live' sessions.

19. Students will have a plain background when on video software for remote learning

20. Students will promptly log in to any 'live' session at the time it is scheduled to start.

21. Students understand that 'live' sessions may be recorded by the school and may be made available for students to access later, for educational and safeguarding (including behaviour) purposes only and will be stored for no longer than 28 days.

22. Students will dress appropriately for all 'live' sessions.

23. Students will not record or take photos of my teachers or classmates, or any lesson content.

24. Students understand that to make the most out of any 'live' session they should ensure that:

- They are in a quiet, safe and appropriate environment with minimal distractions.
- Use headphones for lessons, wherever possible.
- They are attentive and follow all instructions, treating others with respect particularly where technical issues cause disruption to your learning.

Parents and carers should support students and teachers by:

- Discussing the above rules and expectations with their child.
- Providing their child with a workspace that is quiet, safe and free from distractions.
- Making sure that their child is dressed appropriately for online sessions.

- Ensuring that face-to-face communication is only between teachers and students, i.e. any parent to teacher communication should be in the usual manner.

Last updated	Next review	Person responsible
August 2025	August 2026	KM