Policy	Boarding E-Safety Policy and AUP
Version	1.0
Synopsis	This policy details what provision is made by Shaftesbury School to ensure that boarders have appropriate access to IT and the internet in boarding
Introduction	June 2016
Review Date	
Related policies	Child Protection, KCSI, School E-Safety
Reviews:	

Boarding e-Safety and Acceptable Use Policy (to be viewed in conjunction with Shaftesbury School's E-Safety and AU policy)

Technology is integral to the lives of children and young people in today's society, in and out of boarding. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone and allow communication with family and friends across the world. These technologies can also initiate discussion, promote creativity and stimulate awareness of context to promote effective learning. Boarders should have an entitlement to safe internet access at all times.

This boarding e-safety policy is intended to ensure that:

• boarders will be responsible users and stay safe while using the internet and other communications technologies for educational and recreational use.

• the allowances made in boarding for boarders to access certain sites otherwise restricted at school are sympathetic to their needs and ensure that they remain on 'our' system rather than on unmonitored systems of their own.

It is our belief that boarders, in a 'home' environment, should have access to social media and other websites one would expect to find on any home-based internet system, whilst also being prevented from accessing material which may cause harm. It is our belief that we need to provide a service which allows the young people to access all the social and educational websites appropriate to their age in order to prevent them from using their own devices on unrestricted networks. In doing so, we are able to monitor their online presence, monitor sites accessed and using such sophisticated monitoring software, we can intensively monitor and gather evidence.

We believe that the best form of preventing harm is education and in addition to the school-based education programme, in boarding we will also contribute to the safety and security of the boarders by providing resources, training sessions and teaching sessions.

Shaftesbury School   Tel: 01747 85 44 98   office@shaftesburyschool.co.uk
Shaftesbury SP7 8ER   Fax: 01747 85 12 08   www.shaftesburyschool.co.uk
Shaftesbury School is part of Shaftesbury Academy Trust, a charitable private company, limited by guarantee and registered in England, company number: 09040388

Acceptable Use Policy Agreement

I understand that I must use Boarding House ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that Shaftesbury School will monitor my use of the ICT systems, email and other digital communications where necessary.

- I will keep my username and password private – I will not share it, nor will I try to use any other person's username and password.

- I will immediately report any unpleasant or inappropriate material or messages

I understand that everyone has equal rights to use technology as a resource and:

- I understand that Boarding House ICT systems are primarily intended for educational use and that must take priority. I may be asked to allow a fellow student to use a boarding computer if deemed more urgent

- I understand that I may have my privilege to use Boarding House ICT systems withdrawn if I engage in any activities for which I am under-age.

- I 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.

- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.

- I will not take or distribute indecent images, or images of a sexual nature

- I will not take or distribute images of anyone without their permission

It is the policy of the boarding programme to allow boarders to bring and keep the following:

1. Laptops (desktops are prohibited)
2. Games consoles (these must be used in communal areas only with age-appropriate games)
3. Mobile phones
4. Tablets
5. Other devices which access the internet such as IPod, cameras and MP3 players

Students in year 7, 8, 9 & 10 will be required to hand in each night their laptop and other main device used to access the internet. This will be collected by staff and stored securely in the laptop lockers. The boarding house staff, working alongside parents, reserves the right to confiscate any device should the boarding staff and/or parents feel it is affecting their learning, behaviour, sleep pattern or ability to live cohesively in a boarding house.

Using one's own equipment is based on trust and such devices must be used under the following conditions:

- I will only use my personal hand held / external devices (laptop, mobile phones/USB devices etc.) in Barton Hill House if I have permission. I understand that, if I do use my own devices in Barton Hill House, I will follow the rules set out in this agreement, in the same way as if I was using Barton Hill House equipment.

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work

- Where work is protected by copyright, I will not try to download copies (including music and videos)

- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of Barton Hill House:

- I understand that the Boarding House also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of Barton Hill House and where they involve my membership of Barton Hill House community (examples would be cyber-bullying, use of images or personal information).

- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include, but is not limited to, loss of access to the Shaftesbury School Network/ internet, loss of out-time, removal of devices, suspensions, and contact with parents and in the event of illegal activities involvement of the police.

Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to Barton Hill House ICT systems.

Student / Pupil Acceptable Use Agreement Form

This form relates to the Boarding E-Safety Policy and Acceptable Use Policy (AUP), to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to the boarding ICT systems.

I have read and understand the above and agree to follow these guidelines when:

• I use boarding ICT systems and equipment (both in and out of Barton Hill House)

• I use my own equipment in boarding

• I use my own equipment out of Barton Hill House in a way that is related to me being a member of Barton Hill House e.g. communicating with other members of Barton Hill House, accessing email, VLE, website etc.

Name of Student	
Signature	
Date	