



## **CHAILEY SCHOOL**

# **NEW TECHNOLOGIES POLICY**

Date of Governing Body's Approval:

4<sup>th</sup> July 2018

Chair of Governors:

Head Teacher:

Reviewed:

July 2022

Next Review: (3 yearly)

July 2024

Code:

School - changed

## **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**

Chailey School is a mobile phone, mobile device and smart watch free school. **No evidence of a mobile device or smart watch is allowed** on the school site, including the buses when on school grounds, for any reason.

1. Calculators are still permitted in school and are the only electronic device that may be taken into an examination hall.
2. In lessons, there is no requirement for a mobile device for any reason. 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, using school cameras, 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. If a student needs to contact home they should continue to do so via the main school office.
6. Any electronic equipment brought into School **without permission** is the responsibility of the student. Electronic devices brought into school are **not** covered by our insurance policy.

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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