



SECKFORD FOUNDATION
FREE SCHOOLS TRUST

**PROCEDURES
MANUAL**

ICT Procedures Manual

Document Owner:	Trust Leadership Group
Date Approved:	Lent term 2017
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APPROVED Signature (Trust Board):	DATE ()
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1. Purpose of the manual

This document outlines the ICT procedures in all Trust Free Schools. This document covers the Trust and all its Free Schools and as such there is no need for each Free School to have its own procedures.

This procedures manual should be read in conjunction with the ICT Policy which outlines the abbreviations used, the principles and objectives of the policy, other relevant ICT-related policies and the responsibilities of the Trust Board, MSP, WDC, central service, Headteachers, staff, students and parents / carers in relation to various elements of ICT.

2. Acceptable Use Policies

2.1 Staff use of ICT:

Any ICT equipment that is provided by the Trust to a member of teaching staff remains the property of the Trust and must be returned to the Trust when the member of staff is no longer employed by the Trust.

The Trust reserves the right to access any device that has been provided.

Staff are given the right to use the devices provided off site. When a device is away from a school site it is the sole responsibility of that member of staff to ensure the device is stored in a safe location. It is the responsibility of the member of staff to ensure that the device is used correctly at all times and if a third party is using the device then the member of staff takes full responsibility for how it is being used.

All staff must ensure that they never leave a computer logged in unattended. Whenever a member of staff moves away from a machine they must press the windows and letter L key to lock the station.

Instructions for contacting the MSP to report issues is found in Appendix 1.

It is the responsibility of a member of staff to report any damage or loss of loaned or other ICT equipment to the Trust.

All staff must sign the Trust's Acceptable Use Policy and adhere to the terms laid out in it. The AUP (Staff) is in Appendix 2.

2.2 Trustee / Governor use of ICT:

All Trustees / Governors must sign the Trust's Acceptable Use Policy and adhere to the terms laid out in it. The Acceptable Use Policy (Trustees / Governors) is in Appendix 4.

2.3 Student use of ICT:

All students and the parents / carers have to sign the Trust's Acceptable Use Policy when starting at a Free School.

On entry to the school all students are provided with an iPod Touch or Chromebook. This device remains the property of the Trust and can be viewed by a member of staff if needed.

Students have access to the internet at all times during the school day through their devices. The school works with students on how to use the internet safely and securely. Each school has a dedicated CEOPs Ambassador who runs sessions with the students on internet safety.

There are fixed and portable ICT access points within the school and these are booked out on a lesson by lesson basis by members of staff. Each laptop trolley and ICT room has a device allocation log, so any misuse can be tracked down to the individual student.

All students must sign the Trust's Acceptable Use Policy and Personal ICT Device Acceptable Use Policy and adhere to the terms laid out in both. The Acceptable Use Policy (Students) is in Appendix 3 and the Personal ICT Device Acceptable Use Policy is in Appendix 6. Parents / carers must also sign a Personal ICT Device Touch Acceptable Use Policy. This can be found in Appendix 5.

2.4 Use of digital images:

The increasing use of ICT for learning and teaching has seen a number of exciting methods and equipment being introduced into our classrooms. All of these devices can be used to enhance learning.

The use of video and digital still cameras and the equivalent device on mobile and handheld devices is on the rise in schools for a variety of different learning reasons. Also on the rise in society in general, is mistrust with the purpose for using these devices. This section of the ICT Policy outlines the proper processes for the use of any images taken during school which contain pictures of students.

Digital equipment and images will be used in the Trust and its Free Schools for the following purposes:

- to enhance learning and teaching through the use of ICT;
- where the curriculum expects the use of digital equipment;
- for the study of photography and art in general;
- for teacher training and professional development of all staff;
- when required for publicity purposes in the media, prospectus, newsletter or school DVD, etc.;
- As part of the Trust / Free School websites.

It is worth noting that images can be taken and used through a CCTV system for maintaining the security of premises, for investigating and preventing crime and for educational purposes in accordance with the Data Protection Act.

Photographic permissions forms are included in the Database Information Request Booklets given to all new entrants into the Free Schools. The parent / carer responses to the

photographic request forms are added to the MIS for ease of access. All staff digital images in their work must ensure they check the photographic permissions of every student before publishing any digital images.

All staff are expected to adhere to the following expectations regarding the use of digital images:

- Digital images should never be used on Trust / Free School websites or in printed publications with student's full names for safeguarding purposes. To print the full name of a student with any digital image, specific permission must be sought from parents / carers (beyond that which is consented to in the photographic permissions forms included in the Database Information Request Booklets)
- Full names may be printed in with digital images used in external media (such as newspapers) again only with photographic permission from parents / carers (included in the Database Information Request Booklets);
- Digital images of students and groups of students can be used without names again where permission is given by parents / carers.

The following prompts are designed to promote thinking about how to promote safe and appropriate use of digital imagery from events within the Trust:

- Decide for the event if photography and videoing will be permitted;
- When informing parents / carers of the event, also inform parents / carers of the decision on photography and videoing;
- Include written guidance for parents / carers to the effect that any images must be taken for personal use only and specify that the images must not be put on the internet otherwise Data Protection legislation will be contravened;
- Ask parents / carers to turn off their mobile phones during performances;
- Remind parents / carers with a verbal announcement at the start of the event that any images must be taken for personal use only and remind them that such images must not be put on the internet otherwise Data Protection legislation will be contravened;
- Plan and think ahead as to where and when in the performance or event photographs and videos may be taken and give parents / carers attending the event appropriate guidance regarding where and when photographs may be taken. This will help to avoid disruption or distraction to the children other parents / carers or staff;
- Be sure that parents / carers helping with children dressing or changing do not take photographs or videos whilst assisting with this;
- Be sure that people with no connection with the school do not have any opportunity to film covertly – staff should quiz anyone they do not recognise who is using a camera and or video recorder at events and productions;
- If a video of a production is produced which includes a cast list in the credits, remember to revisit the parents / carers of the cast to seek consent for names to appear, as this will enable students to be identified.

Guidelines for parents / carers:

- The Headteacher has the responsibility to decide if photography and videoing of school performances is permitted;
- The Headteacher has the responsibility to decide the conditions that will apply in order that students are kept safe and that the performance is not disrupted and students and staff not distracted;
- Parents / carers and their families can use photographs and videos taken at a school event for their own personal use only. Such photographs and videos cannot be sold

and must not be put on the internet as that would contravene Data Protection legislation;

- Recording or / photographing other than for private use would require the consent of all the other parents / carers whose children may be included in the images;
- Parents / carers must follow guidance from staff as to when photography and videoing is permitted and where to stand in order to minimise disruption to the activity. Restrictions on photography also apply to video and camera phones;
- Parents / carers should to turn off mobile phones during the performance to prevent disrupting it;
- Parents / carers must not photograph or video students changing for performances or events or in areas not designated by the Trust / Free Schools as being acceptable.

Rules regarding the creation of digital images:

- Ensure all students are appropriately dressed;
- Avoid images that only show a single student with no surrounding context of what they are learning or doing;
- Do not use images of a student who is considered very vulnerable, unless parents / carers have given specific written permission;
- Avoid naming young people in photographs. If one name is required then use the first name only where possible;
- Use photographs that represent the diversity of the young people participating;
- Report any concerns relating to any inappropriate or intrusive photography to the Headteacher / (A)DSL;
- Remember the duty of care and challenge any inappropriate behaviour or language;
- Do not use images that are likely to cause distress, upset or embarrassment;
- Regularly review stored images and delete unwanted material.

Press and media photography and filming

- Students should not be approached or photographed at the Trust or its Free Schools – or at any offsite location where learning is taking place - without the permission of the Trust or the Free School;
- Newspapers will often want to name children in photographs – their first name and surname, and often their age as well. Parent / carer permission needs to be sought first (see earlier points about this);
- Parents / carers whose children may feature in photos or filming must be informed;
- If you know there are students who should not be identified as going to your school – even if they are in a big group shoot and are not named, you will need to keep them away from the cameras during a photoshoot or film.

Storage of images:

- If digital images are likely to be used again then staff must make sure that it is stored in a secure place and is only accessed by those who are authorised to do so. Digital images should also be stored securely, including any images stored on CD or other disks and on the Trust's network or devices;
- When photos are destroyed, negatives must be destroyed as well, and in the case of CDs and other media which cannot be erased electronically, the disk should be rendered unusable;
- Photos that are on file that you have already taken, but don't have written permissions to use them on websites you should renew parental permissions for this before use.

3. ICT infrastructure

3.1 Network management:

The network within the trust is installed by an external MSP and managed by the central ICT support service, though all Level 3 hardware and software issues are dealt with by the MSP. This may be done remotely though a secure link using the internet or by an on-site visit. Only MSP employees or central ICT service employees that have been trained by the MSP have access to server and are able to install new software onto the network.

It is the responsibility of the central ICT service to ensure that the Trust meets the requirements of the Windows, Office and other software licencing and to ensure this is kept up to date. The licensing is set up by the MSP.

3.2 Hardware purchase procedures:

Headteachers are responsible for the development of ICT resources at their Free Schools within the Trust aims (in the ICT Policy) and within the e-Strategy. The final authorisation of any purchases rests with the Trust Leadership Group (TLG).

Subject areas can purchase ICT equipment using their own capitation but these orders must be purchased through the central ICT service who will liaise directly with the MSP. All hardware purchases must be in line with the Trust aims as outlined in the ICT Policy and e-Strategy.

Repairs of hardware devices need to be booked currently through the MSP (see Appendix 1 for how to report faults). In time, this will be managed by the central ICT service.

3.3 Disposal of equipment:

The Trust will endeavour to meet the following three standards when dealing with the disposal of any electrical and electronic equipment (EEE):

1. Store their waste properly to prevent it from harming the environment;
2. Only pass it to someone authorised to deal with it;
3. Pass a written description of the waste (Waste Transfer Note or Hazardous Waste Consignment Note) to the waste carrier, this note accompanies the waste and helps others know how to handle the waste.

The Trust will always check that all waste leaving its sites are taken to a properly authorised site and will ensure it has taken all reasonable steps to ensure it was properly managed. This will be done through only using reputable and registered companies.

To determine if a product is electrical and electronic equipment (EEE) then the decision tree shown in Appendix 7 should be used.

3.3 Software purchase and installation procedures:

No software is to be installed onto the network by a member of staff or student.

If a member of staff requires a specific item of software to be uploaded onto the network then they must first check with their line manager from a subject development and financing point of view. Once agreed, it is the responsibility of the staff member to contact the central ICT service to purchase the licence through the MSP and install the software.

It is the responsibility of the central ICT service to keep a record of all the software that is installed on the Trust network and the terms of the licences. It is the responsibility of each subject area in each school to ensure that all subject specific software has up to date licences and any licence fees are to be paid by that subject area from their capitation.

A member of staff may install small items of software locally onto a device or laptop. It is the responsibility of the member of staff to ensure the software is licensed and from a reputable source.

Where students can download software / apps onto their personal ICT devices, the Trust and its Free School does not take any responsibility for any charges that may be incurred. If a student downloads a paid-for app or software, the Trust / Free School has no obligation to refund this money if device is taken away from the student for any reason.

3.4 Internet access / use:

The Trust and its Free Schools philosophy is akin to 'anytime, anywhere' access within its buildings via wifi and handheld / personal devices. The Trust expects the ICT infrastructure to support BYOD.

The use of the internet is for study or for school authorised / supervised activities only. ICT resources must not be used for personal profit. Using the internet to obtain, download, send, print, display or otherwise transmit or gain access to material which is unlawful, obscene or abusive is not permitted.

All measures have been put in place to protect vulnerable children from inappropriate approaches and from making inappropriate disclosures over the school network.

The Trust uses Suffolk County Council to provide the internet and the internet filtering system.

All stakeholders should be aware from their AUP that internet use can be tracked. Any inappropriate use of the internet by students must be reported to the Deputy Headteacher (Pastoral), or the Headteacher for staff.

3.5 Data security and privacy:

Data security and privacy is covered in the Confidentiality, Data Protection and Information

Security Policies.

3.6 Disaster recovery:

Disaster recovery is covered by procedures undertaken by the MSP. See separate procedures document.

4. e-Safety and cyberbullying

e-Safety is extensively covered in the Trust Safeguarding Policy. Cyberbullying is covered in the Trust Anti-Bullying Policy.

5. Use of social media

5.1 Introduction:

We use social networking sites such as Twitter and Flickr as a way to connect with others through or Trust / Free School websites. They can be used to share educational resources, create and curate educational content, enhance the classroom experience and promote the work of the Trust and its Free School.

The Trust sees this method as a valuable method of getting its news out to wider world quickly and efficiently. There are some here are some risks that should be borne in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional.

5.2 Guidelines for use of social media:

Staff with responsibility for representing the Trust / Free Schools in the social media world should do the following:

Use good judgement

- The Trust expects the use of good judgement in all situations;
- The Trust Code of Conduct for Staff should be followed;
- Regardless of the privacy settings on the Trust account, assume that all of the information shared is public.

Be respectful

- Always treat others in a respectful, positive and considerate manner.

Be responsible and ethical

- If approved to represent the Trust and / or Free Schools, staff should stick to discussing matters that are within the area of responsibility or delegation;
- Staff should be open about their affiliation with the Trust / Free Schools and the role / position held.

Be a good listener

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to us, ask questions directly and to share feedback;
- Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.;
- No matter how negative, please be mindful of your response which should always be positive;
- Always be doing at least as much listening and responding as you do talking.

Don't share the following:

Confidential information

- Do not publish, post or release information that is considered confidential or not public. If it seems confidential, it probably is. Do not use birth dates, addresses, and mobile numbers on any public website unless it is that of the Trust / Free Schools in an official capacity.
- NEVER give out information relating to students, staff, parents / carers, etc.
- Always respect the privacy of the Trust / Free School community members.

Please be cautious with respect to:

Images

- Respect the Trust brand, trademark, copyright information and / or images of the Trust and its Free Schools;
- Digital imagery that is available on the Trust / Free Schools websites can be used, providing it follows digital image guidelines (see earlier section on this);
- Do not post pictures of others (colleagues, governors, etc.) without their permission.

Other sites

- A significant part of the interaction on social media involves passing on interesting content or linking to helpful resources. However, the Trust and its Free Schools is ultimately responsible for any content that is shared. Links should not be blindly copied without looking at the content first;
- When using Twitter, Flickr and other tools, be sure to follow their printed terms and conditions.

And if you don't get it right...

- Seek advice immediately from the Headteacher of your Free School, if a mistake is made so that something can be done about it.

Appendix 1 – Instructions to staff reporting problems with ICT

IT support is provided by the Seckford Foundation central IT team.

Please email your issue to ithelpdesk@seckford-foundation.org.uk or phone 01394 615055 between the hours of 08:00-18:00 Monday to Friday (excluding public bank holidays). Please provide as much information as possible including:

- *What you are trying to achieve*
- *Any error messages you receive*
- *What equipment is affected*
- *A contact number and the best times to phone*

Your call will be assigned to a technician and dealt with as soon as possible.



SECKFORD FOUNDATION
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Acceptable Use Policy (STAFF)

The Trust computer network provides internet and e-mail access. This Acceptable Use Policy (including internet and e-mail) will help protect students, staff, governors and the Trust and its Free Schools by clearly stating what is acceptable and what is not. In order to use these facilities you have to sign up to this AUP.

- Access must only be made via the user's authorised account and password, which must not be given to any other person;
- Trust computer, internet and e-mail use must be educationally appropriate to staff professional activity as specified by the ICT Policy;
- Users must recognise the issues of risk, safety and responsibility surrounding the use of ICT and actively promote their own and others' e-safety;
- Copyright and intellectual property rights must be respected;
- Users are responsible for e-mail they send. Only school email accounts should be used. E-mail should be written carefully and politely and with due regard to Data Protection. Messages may be forwarded and / or used for other purposes beyond its original intent and so e-mail is best regarded as public property;
- Anonymous messages and chain letters must not be sent;
- The use of public chat rooms is not allowed;
- Use for personal financial gain, gambling, political purposes or advertising is forbidden;
- The security of ICT systems within the Trust must not be compromised, whether owned by the Trust or by other organisations or individuals;
- Irresponsible use may result in the loss of account rights.

The Trust may exercise its right, by electronic means, to monitor the use of the Trust's computer systems, including the monitoring of websites, the interception of e-mails and the deletion of inappropriate materials. This will only take place in circumstances where it believes unauthorised use of the Trust's computer system is or may be taking place, or the system is or may be being used for criminal purposes. Installation of any 'non-standard' school software must be sanctioned by the Headteacher. Any unauthorised or unlawful activity may result in criminal or disciplinary procedures.

Staff name _____ Date _____

I have read the ICT Policy. I agree to abide by this policy in my use of ICT and data systems relating to my employment at the Trust and its Free Schools.

Signed _____



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Acceptable Use Policy (STUDENTS)

The Trust computer network provides internet and e-mail access. This Acceptable Use Policy (including internet and e-mail) will help protect students, staff, governors and the Trust and its Free Schools by clearly stating what is acceptable and what is not. In order to use these facilities you have to sign up to this AUP.

- Access must only be made via the user's authorised account and password, which must not be given to any other person;
- Trust computer, internet and e-mail use must be appropriate to the student's educational activity;
- Users must recognise the issues of risk, safety and responsibility surrounding the use of ICT and actively promote their own and others' e-safety;
- Copyright and intellectual property rights must be respected;
- Users are responsible for e-mail they send. E-mail should be written carefully and politely and with due regard to Data Protection. Messages may be forwarded and / or used for other purposes beyond its original intent and so e-mail is best regarded as public property;
- Anonymous messages and chain letters must not be sent;
- The use of public chat rooms is not allowed;
- Use for personal financial gain, gambling, political purposes or advertising is forbidden;
- The security of ICT systems within the Trust must not be compromised, whether owned by the Trust or by other organisations or individuals;
- Irresponsible use may result in the suspension or loss of account rights;
- Parents / carers will be informed of any major violations of the issues as stated in this AUP.

The Trust may exercise its right, by electronic means, to monitor the use of the Trust's computer systems, including the monitoring of websites, the interception of e-mails and the deletion of inappropriate materials. This will only take place in circumstances where it believes unauthorised use of the Trust's computer system is or may be taking place, or the system is or may be being used for criminal purposes. Installation of any 'non-standard' school software must be sanctioned by the Headteacher. Any unauthorised or unlawful activity may result in criminal or disciplinary procedures.

Student name _____ Tutor group _____ Date _____

I have read this and agree to abide by this policy in my use of ICT at the Trust and its Free Schools.

Signed _____



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Acceptable Use Policy (TRUSTEES / GOVERNORS)

This Acceptable Use Policy (including internet and e-mail) will help protect students, staff, Trustees / Governors and the Trust and its Free Schools by clearly stating what is acceptable and what is not. In order to use these facilities you have to sign up to this AUP.

- Access to any Trust resources must only be made via the user's authorised account and password, which must not be given to any other person;
- Trust computer, internet and e-mail use must be educationally appropriate to governors activity as specified by the ICT and Information Security Policies;
- Users must recognise the issues of risk, safety and responsibility surrounding the use of ICT and actively promote their own and others' e-safety;
- Copyright and intellectual property rights must be respected;
- Trustees / Governors can only use a personal email address on Trust business which is password protected and their sole access. Trustees / Governors are responsible for e-mail they send. E-mail should be written carefully and politely and with due regard to Data Protection. Messages may be forwarded and / or used for other purposes beyond its original intent and so e-mail is best regarded as public property;
- Anonymous messages and chain letters must not be sent;
- The use of public chat rooms is not for Trust business;
- Use for personal financial gain, gambling, political purposes or advertising is forbidden;
- The security of ICT systems within the Trust must not be compromised, whether owned by the Trust or by other organisations or individuals;
- Irresponsible use may result in the loss of account rights.

The Trust may exercise its right, by electronic means, to monitor the use of the Trust's computer systems, including the monitoring of websites, the interception of e-mails and the deletion of inappropriate materials. This will only take place in circumstances where it believes unauthorised use of the Trust's computer system is or may be taking place, or the system is or may be being used for criminal purposes. Installation of any 'non-standard' school software must be sanctioned by the Headteacher. Any unauthorised or unlawful activity may result in criminal or disciplinary procedures.

Staff name _____ Date _____

I have read the ICT and Information Security Policies. I agree to abide by these policies in my use of ICT and data systems relating to my employment at the Trust and its Free Schools.

Signed _____



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Personal ICT Device Acceptable Use Policy (PARENT / CARER)

This acceptable use policy relates specifically to the agreement made between parents / carers and Beccles / Ixworth / Saxmundham Free School with regard to the supply of personal ICT device for the purposes of enhancing learning.

- The Headteacher, Deputy and Assistant Headteachers have the right to view the content on any device that is brought onto the school site if the Trust / Free School feels that a student is at risk or is in possession of material that is related to a safeguarding, bullying or behavioural issue;
- Students should not store personal data, pictures, documents on devices provided by the school;
- All electronic devices remain the property of the school and must be returned when the student is no longer part of the school community. Failure to return the device may result in a charge to replace the item;
- While the device is on the school site it must only be used for educational purposes;
- Students are expected to bring the personal ICT device to school every day as part of their equipment. The device must be fully charged (there are no charging facilities at the school);
- Once the device has been signed for it becomes the responsibility of the student. If the device is lost, stolen or broken it is the responsibility of parent / carer to make a contribution to the replacement of the device;
- Any software / apps that the student has downloaded for free or paid for and is stored on the device will not be returned or compensation paid if the device is lost stolen or confiscated. It is recommended by the Trust that only free software / apps are downloaded onto the device and / or that students back up their purchases to their own accounts regularly in the event of an issue with the device;
- While the device is in the school it must be used within the rules outlined in the Trust ICT Policy and Behaviour Policy. If a student consistently breaches these rules then the use of the personal ICT device may be withdrawn and the device confiscated;
- It is recommended by the Trust that the device is not used for personal banking or paying for goods where a credit or debit card maybe needed as the Trust will not take any responsibility for the protection of this information while the student is in possession of the personal ICT device or when it is handed back to the Trust;
- It is the responsibility of the student and their parent / carer for content that is viewed on the device. The device should not be used by a third party;

- If it is found that the device has been used to view inappropriate material or used improperly then the device will be confiscated by the school;
- All software / apps that are preloaded onto the device must remain on the device at all times;
- If a student feels that the device has been misused in anyway then they must report it to a member of staff;
- The Trust is not responsible for the maintenance of the product but may offer support depending on the nature of the fault and how it occurred;
- The photographic and video function on any personal ICT device is only to be used in lesson time with instruction from the teacher. The Trust does not condone the use of these functions for personal use and notice must be taken of the Trust’s Safeguarding Policy in this regard.

Please read, sign and return:

- I agree to the conditions of the Acceptable Use Policy above;
- I undertake to inform the school immediately if, at any time during my son / daughter’s school career, there is an issue with the use of the personal ICT device;
- I agree that a charge may be levied for loss or damage to the personal ICT device;
- I consent to my son / daughter accepting the device and having responsibility for its use.

Signed:	
Print Name:	
Date:	



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Personal ICT Device Acceptable Use Policy (STUDENT)

This acceptable use policy relates specifically to the agreement made between parents / carers and Beccles / Ixworth / Saxmundham Free School with regard to the supply of personal ICT device for the purposes of enhancing learning.

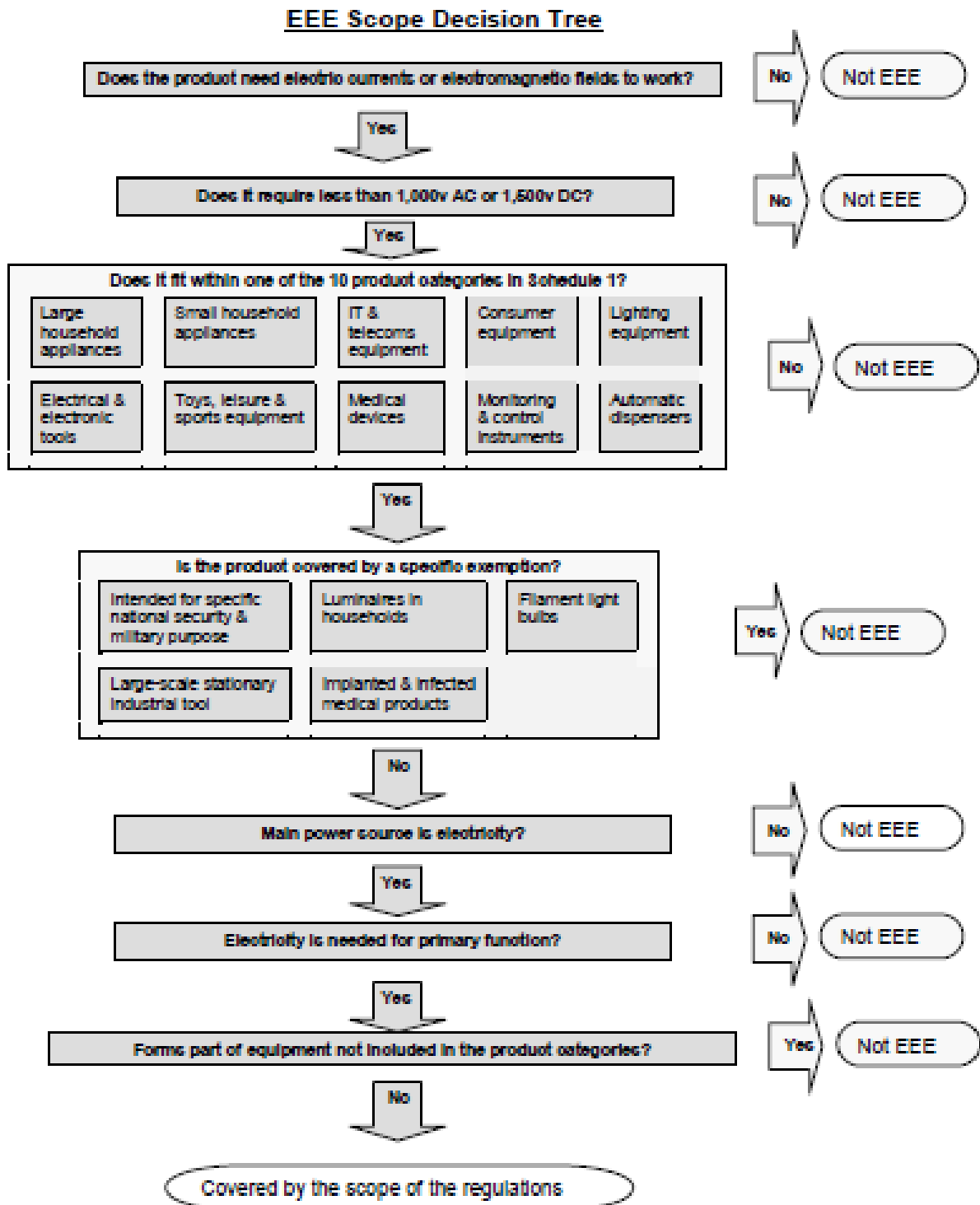
- The Headteacher, Deputy and Assistant Headteachers have the right to view the content on any device that is brought onto the school site if the Trust / Free School feels that a student is at risk or is in possession of material that is related to a safeguarding, bullying or behavioural issue;
- Students should not store personal data, pictures, documents on devices provided by the school;
- All electronic devices remain the property of the school and must be returned when the student is no longer part of the school community. Failure to return the device may result in a charge to replace the item;
- While the device is on the school site it must only be used for educational purposes;
- Students are expected to bring the personal ICT device to school every day as part of their equipment. The device must be fully charged (there are no charging facilities at the school);
- Once the device has been signed for it becomes the responsibility of the student. If the device is lost, stolen or broken it is the responsibility of parent / carer to make a contribution to the replacement of the device;
- Any software / apps that the student has downloaded for free or paid for and is stored on the device will not be returned or compensation paid if the device is lost stolen or confiscated. It is recommended by the Trust that only free software / apps are downloaded onto the device and / or that students back up their purchases to their own accounts regularly in the event of an issue with the device;
- While the device is in the school it must be used within the rules outlined in the Trust ICT Policy and Behaviour Policy. If a student consistently breaches these rules then the use of the personal ICT device may be withdrawn and the device confiscated;
- It is recommended by the Trust that the device is not used for personal banking or paying for goods where a credit or debit card maybe needed as the Trust will not take any responsibility for the protection of this information while the student is in possession of the personal ICT device or when it is handed back to the Trust;
- It is the responsibility of the student and their parent / carer for content that is viewed on the device. The device should not be used by a third party;
- If it is found that the device has been used to view inappropriate material or used improperly then the device will be confiscated by the school;

- All software / apps that are preloaded onto the device must remain on the device at all times;
- If a student feels that the device has been misused in anyway then they must report it to a member of staff;
- The Trust is not responsible for the maintenance of the product but may offer support depending on the nature of the fault and how it occurred;
- The photographic and video function on any personal ICT device is only to be used in lesson time with instruction from the teacher. The Trust does not condone the use of these functions for personal use and notice must be taken of the Trust's Safeguarding Policy in this regard.

Please read, sign and return:

- I agree to the conditions of the Acceptable Use Policy above;
- I undertake to inform the school immediately if, at any time during my school career, there is an issue with the use of the personal ICT device;
- I agree that a charge may be levied to parents / carers for loss or damage to the personal ICT device;
- I understand that by signing this AUP I am accepting any responsibility related to its use.

Signed:	
Print Name:	



If you answer 'Yes' to the following two questions, it is likely that the product will be covered by the Regulations.