Information and Communications Technology Policy - Students

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This policy outlines and details ICT Usage expectations and processes for students at Global Jaya School.

Contents

Staff Involved in the update of this policy:

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1. Introduction

The purpose of this policy is to outline to students the acceptable use of Information and Communication Technologies (ICT), both those provided by Global Jaya School and those brought into the school.

2. Rationale

The primary purpose for which ICT are provided by Global Jaya School to its users is to assist them in their learning and completing learning and or teaching related activities. Any school computer equipment or service utilised by a member of faculty/staff is provided for the primary purpose as a work tool, for work related duties only. Users are encouraged to utilise these resources as a means of learning and for limited and reasonable personal use which are consistent with this policy. This policy reminds users that they may not use these resources provided by Global Jaya School for any purpose which may contravene school policy or the law, or in such a way as to expose Global Jaya School to significant cost or undue risk of liability or in a way that might bring the school into disrepute.

Personal technology brought into the school must be used properly and consistently with this and other school policies.

3. Consistency of Policies

This policy should be read alongside the following school policies:
● Code of Conduct
● Behaviour policy; Providing a safe and secure environment
● The Peer on Peer Abuse policy
● Academic Integrity Policy
● Google Accounts Usage Procedure
● Digital Viewing Procedure

4. Definitions

School: Global Jaya School

Network User: any person that uses the school's network infrastructure.

Faculty / Staff: any employee of the school or visiting consultant, adviser or other visitor to the school.

Student: any person who attends the school for education purposes.

Information and Communication Technologies (ICT): refers to equipment (provided or brought to school) that may assist communication e.g. telephones (mobile and fixed), devices (term used for Laptop / iPad / Tablet / Computer – these terms are used interchangeable and refer to a connected electronic device), printers, photocopiers, cameras, scanners, video cameras, email, mailing lists, Internet, remote access devices.

Hack: any attempt to bypass any of the school network's security or filtering systems.

Intellectual property: papers, texts, textbooks, and files on the school network developed in relation to teaching and learning at Global Jaya School.

Electronic Mail or Email: the exchange of electronically stored messages by telecommunication.

Remote access: access to the GJS computer network via the Internet from outside of the school.

Mailing List: email addresses for groups of people that are managed centrally, rather than by individuals. This removes the need for individuals to maintain their own lists in their address books.

Spam Mail: electronic junk mail generally has two purposes:
(a) To encourage recipients to purchase goods or services from the sender.
(b) To gather live email addresses for future use or for on-selling.

Chain Letter: a communication which includes an incentive to forward to others, usually in the form of a promise for reward and/or a threat.

Acceptable Use

ICT are provided to support users' learning, to complete school-related work and duties, as well as for limited and reasonable personal use. Limited and reasonable personal use means use that *supports* normal teaching and learning or procedural processes of Global Jaya School.

The Underpinning of rights and responsibilities with ICT Acceptable Uses

Global Jaya Student Code of Conduct		
Rights	**Responsibilities**	**ICT Acceptable Uses**
I have the right to be treated with dignity and respect	*I have the responsibility to be a caring and compassionate, globally conscious citizen*	● Use language on the internet or in emails that I would use in front of a teacher. ● Maintain reasonable care with all portable equipment, including taking measures to ensure that the equipment is transported in a safe and secure manner. ● Understand that borrowed devices are not covered by Global Jaya School insurance when at home.
I have the right to a positive, safe and secure environment (both physical and psychological)	*I have the responsibility to contribute towards a positive, safe and secure environment (both physical and psychological) by adhering to the **Behaviour and Peer on Peer abuse policies.***	● Use their school email account for all school-related correspondence. ● Tell a member of staff immediately if I feel uncomfortable or threatened by anything that I see on the internet or receive in an email or message. ● Send emails, messages or any communication that are polite and friendly. ● Look after myself and my friends by using the internet in a safe and responsible way. ● Report anything offensive or upsetting that they see online to the appropriate bodies, either by using the "report abuse" tabs or by speaking to their parents or a member of staff. ● Inform the School if I see inappropriate postings by other users so that steps can be taken to avoid possible repercussions.
I have the right to my own intellectual property	*I have the responsibility to respect the intellectual property rights of others by adhering to the **Academic Integrity Policy***	● Be aware that the school email account may be monitored, either randomly or where any suspicion has arisen. The random monitoring of the accounts will be done by IT Support. ● Keep personal information and passwords safe. ● Use of other people's passwords is a serious matter; this includes attempting to log in through another person's account or accessing another person's files. ● Respect the intellectual property rights of others by adhering to the Academic Integrity Policy. ● Responsibility for keeping details of their accounts private, using full privacy settings, logging off properly and not allowing others to use their accounts. ● Store important documents on their school provided cloud storage (Google Drive) to keep them safe should the device fail.
I have the right to make progress in a broad and balanced, international curriculum	*I have the responsibility to be present, punctual and ready to learn*	● Use internet-enabled devices to help my research topics for my work.

5. Policy Statement

No use of school-provided ICT can be considered to be private under this policy. The school maintains the right to monitor and log the use of ICT, for example, emails, web browser activity, and so forth.

The intellectual property associated with teaching and learning at Global Jaya School remains the property of Global Jaya School.

6. Policy Awareness

Incoming students and parents will sign the policy agreement letter as part of registration/orientation. During induction, new users will be reminded of this policy. All users will be reminded of this policy at the start of each year. The policy is also published on the school's website and on the school's anchor docs page.

Community members who use the Internet, whether via email or social network sites, for the purposes of bullying other community members will be treated in the same manner as if the bullying had actually occurred at the school. Bullying is not accepted at any time and you must be aware of the fact that what you say on the Internet is traceable. Cyberbullying will be treated as seriously by the school as any other form of bullying.

School network/internet usage and Google account/email activity may be monitored by IT Support staff, either randomly or where any suspicion has arisen.

7. Privacy

Monitoring and maintenance audits will occur randomly. There is no "private use" of GJS technology, network use, email and Internet activity. The reasons for this include:

- Email is not secure unless it has been encoded or encrypted.
- Email messages are hard to destroy. Email messages are backed up on an regular basis and can be recovered from these back-ups. The deletion of an email message from the email account does not remove the backed-up copy.
- Email messages are logged. These logs include email sender and recipient addresses and the time of transmission of the email. These logs are necessary for routine maintenance and management of the email service.
- All network access/activity is logged.

Any media or messages created or posted to social networking sites while on school grounds, or while using school ICT, including WiFi or wired Internet access, are subject to review by GJS Leadership. The same applies to any media or messages created outside of school which cause disruption to the normal learning or procedural processes of Global Jaya School.

8. Misuse of ICT

The learner profile attributes inform our behavioural aims, the way that we reflect on and correct our behaviour implies a commitment to help all members of the community to learn to respect themselves, others and the world around us.

Where students are not fulfilling their responsibilities as members of the GJS community, we aim to help the student to first identify that they are not meeting the responsibility and then help them to understand why this might be the case. If, through not meeting their responsibility, they impact on the rights of others, we aim to work restoratively with the students to help them to put things right. (*Global Jaya School Behaviour Policy; providing a Safe and SEcure Environment 2020 - 2023)*

Determining the most appropriate response to ICT misuse considers the context, the pervasiveness, the impact on others, the intention and the frequency of the issue. If there is a claim that a user has violated this policy, the suspected misuse will be investigated in line with processes outlined in our behaviour policy. If necessary, the user's access to the network will be suspended pending further action.

Rights and responsibilities with Illustrative examples of behaviours and possible responses

Rights	Responsibilities	Possible Responses	Possible Examples
I have the right to be treated with dignity and respect	*I have the responsibility to be a caring and compassionate, globally conscious citizen*	**If I make a mistake here,** The teacher may: ● speak to me individually ● share this information with my Advisory teacher (Secondary) or teachers (Primary) ● help me to know how to put right my mistake ● help me to build skills **If I repeat the same mistake again or my mistake is deemed to be problematic,** The Head of Year and Advisory teacher (Secondary) / Curriculum Lead and Classroom teacher (Primary) may: ● contact my parents ● contact the Dean of Students (Secondary) ● support me with a contract, check-in/check-out, or daily monitoring card ● help me to build skills or knowledge ● apply a punitive response **If I make the same mistake again or my mistake is deemed to be abusive or violent,** The Dean of Students (Secondary) / Principals and Counsellor (Primary), or Head of School may: ● organise a formal meeting with my parents and I ● internal suspension ● require me to engage with external service providers ● support me with a contract, check-in/check-out, or daily monitoring card ● Suspend or permanently remove my access to the School ICT systems for persistent abuse ● support me to find a school better suited to meet my needs	● Download, distribute, store or display offensive or pornographic images, statements or other material. ● Download, distribute, store or display material that could cause offence to others; for example, offensive material based on gender, ethnicity, religious or political beliefs. ● Distribute messages anonymously, using a false identity or using another person's email account.

Rights	Responsibilities	Possible Responses	Possible Examples
I have the right to learn in a positive, safe and secure learning environment	*I have the responsibility to participate in and contribute to a positive, safe and secure learning environment*	***If I make a mistake here,*** The teacher may: ● speak to me individually ● share this information with my Advisory teacher (Secondary), Curriculum lead and/or Counsellor (Primary) ● help me to know how to put right my mistake ● help me to build skills ● communicate with my parents ***If I repeat the same mistake again or my mistake is deemed to be problematic,*** The Head of Year and Advisory teacher (Secondary) / Curriculum Lead and Classroom teacher (Primary) may: ● contact my parents ● contact the Dean of Students (Secondary), Primary Principal and Counsellor (Primary) ● support me with a contract, check in/ check out or daily monitoring card ● help me to build skills or knowledge ● apply a punitive response ***If I make the same mistake again or my mistake is deemed to be abusive or violent,*** The Dean of Students (Secondary) / Principals and Counsellor (Primary), of Head of School may: ● organise a formal meeting with my parents and I ● internal suspension ● require me to engage with external service providers ● support me with a contract, check in/ check out, or daily monitoring card ● Suspend or permanently remove my access to the School ICT systems for persistent abuse ● support me to find a school better suited to meet my needs	● violating or breaching any national legislation and regulation ● violating or breaching any school policy. ● Engaging in any illegal or wrongful activity. ● incurring unreasonable costs for the school. ● Photographing or recording students or staff without their permission (including during online meetings) ● Knowingly obtain unauthorised access to information or damage, delete, insert or otherwise alter such information with malicious intent. ● Knowingly hack or breach the school's network security, intrude into other peoples 'e-space' or attempt to take the identity of another user (e.g. use another student's account or username). ● Engage in acts of cyberbullying ● Engage in other acts of Peer on Peer abuse as defined in the Peer on Peer abuse policy.

Rights	Responsibilities	Possible Responses	Possible Examples
I have the right to my own intellectual property	*I have the responsibility to respect the intellectual property rights of others by adhering to the* ***Academic Integrity Policy***	**If I make a mistake here,** The teacher may: ● Report the suspected misconduct on the reporting form ● Ask or support me to re-do the work ● Delay assessment until all sources are attributed accurately ● Inform my advisory teacher and programme coordinator (Secondary) ● Check that I understand the principles and processes of academic integrity ● Inform parents, principals and/or counsellor (Primary) **If I repeat the same mistake again,** My Head of Year and subject teacher (Secondary), classroom teacher (Primary) may: ● Send a letter to my parents and record the incident on Managebac ● Request that I resubmit the work for the purposes of receiving feedback (the work will not be given an assessment level) ● Ensure that I have the necessary knowledge and skills to adhere to the Academic Integrity policy **If I make the same mistake again,** The Dean of Students, teacher or Programme Coordinator may: ● Hold a meeting with me and my parents ● Document the misconduct on Managebac ● Require me to resubmit my work for the purposes of receiving feedback (my work will receive an N/A)	● Sharing passwords or login information to provide access for unauthorised persons. ● Collecting /accessing phone numbers or passwords without consent. ● Download software, unless they receive appropriate authorisation and comply with licensing requirements. ● Download information for the purpose of providing it to external organisations or the general public without authorisation. ● Distribute confidential information without authority. ● Distribute messages that disclose personal information without authorization. ● Distribute private information about other people. ● Infringe copyright or other intellectual property rights. ● Distribute messages that

			disclose personal information without authorization.
			● Distribute private information about other people.

- *Please refer to the Academic Integrity policy for a full outline of responses, responsibilities and procedures*

Rights	Responsibilities	Possible Responses	Possible Examples
I have the right to make progress in a broad and balanced, international curriculum	*I have the responsibility to be present, punctual and ready to learn*	**If I make a mistake here,**	● impeding the efficiency of network services, including the Internet and email. ● clogging mailboxes with large numbers of messages clogging mailboxes with large numbers of messages. ● Distribute chain letters. ● Engaging in private business or personal profit ventures. ● Download unreasonable amounts of material from the Internet for personal use.
		The teacher may: ● speak to me individually ● share this information with my Advisory teacher (Secondary), parents (Primary) ● help me to know how to put right my mistake ● help me to build skills.	
		If I repeat the same mistake again or my mistake is deemed to be problematic,	
		The Head of Year and Advisory teacher (Secondary) / Curriculum Lead and Classroom teacher (Primary) may: ● contact my parents ● contact the Dean of Students (Secondary) ● support me with a contract, check in/ check out, or daily monitoring card ● help me to build skills or knowledge ● apply a punitive response	
		If I make the same mistake again or my mistake is deemed to be abusive or violent,	
		The Dean of Students (Secondary) / Principals and Counsellor (Primary), of Head of School may: ● organise a formal meeting with my parents and I ● internal suspension ● require me to engage with external service providers ● support me with a contract, check in check out, or daily monitoring card ● Suspend or permanently remove my access to the School ICT systems for persistent abuse ● support me to find a school better suited to meet my needs	

Appendix A: Student - Parent Agreement Letter

ICT Usage Policy Agreement Letter - Students - Parents

The primary purpose for which ICT are provided by Global Jaya School to its students is to assist them in their learning-related activities. Users are encouraged to use these resources as a means of learning and for limited and reasonable personal use which is consistent with this policy.

The ICT Usage Policy informs users that they may not use these resources provided by Global Jaya School for any purpose which may contravene school policy or the law, or in such a way as to expose Global Jaya School to significant cost or undue risk of liability, or in a way that might bring the school into disrepute.

- Personal technology brought into the school must be used properly or consistently with this and other school policies.

- Cyberbullying, whether via email, phones or social network sites or any other electronic medium, will be treated in the same manner as if the bullying had actually occurred at the school. Cyberbullying will be treated as seriously by the school like any other form of bullying.

- No usage of school-provided ICT can be considered private under this policy. The school maintains the right to monitor and log the use of ICT.

- Intellectual property associated with teaching and learning at Global Jaya School remains the property of Global Jaya School.

I acknowledge that I have read the ICT Usage policy carefully and understand my responsibilities and those of my child. I have discussed the ICT Usage policy with my child and agree to facilitate my child's compliance with the policy as much as is reasonably possible. I know that a breach of the ICT Usage policy by my child may result in serious consequences, including disciplinary action being taken by the school, such as suspension or expulsion.

Please sign and return to the Global Jaya School reception area or the appropriate class/tutor group teacher.

Name of Student _____

Signature _____ Date _____

Name of Parents _____

Please sign and return to the Admissions Department

Appendix B: Device Loan Agreement

Global Jaya School Staff Device/Laptop Loan agreement.

Device Make: Model:

Serial Number: MAC Address:

Date:

The laptop/device detailed above is loaned to **(name)** for the period of **Month/Day/Year** to **Month/Day/Year**, and only while enrolled at Global Jaya School, and subject to the following terms and the school's ICT Usage policy. The laptop/device must be returned to the school on ceasing to be enrolled at the school or if required during a planned absence.

1. The laptop/device is for the work related use of the named student / member of staff to which it is issued.
2. Only software installed at the time of issue or software purchased by and licensed to Global Jaya School may be installed on the machine.
3. The laptop/device remains the property of Global Jaya School throughout the loan period. However the member of staff to which it is issued, will be required to take responsibility for its care and safe keeping.
4. The laptop/device is not covered by Global Jaya School insurance when at home.
5. If left unattended the laptop/device should be in a locked room or secure area.
6. Due regard must be given to the security of the computer if using other forms of transport.
7. In order to ensure the school's efforts in maintaining data protection and to avoid breaches of confidentiality: under no circumstances should students be allowed to use the staff laptops/devices if not directly supervised by a member of staff. Users should also be cautious when using the device away from school particularly with files which may contain personal data.
8. The laptop/device will be recalled from time to time for maintenance / upgrade and monitoring.

I have read and agree to the terms and conditions in this agreement. I undertake to take due care of the computer and return it when requested.

Signed: _____   Date: _____

This policy should be read in conjunction with the school's Safeguarding Policy and Procedures (including Child Protection). All our practice and activities must be consistent and in line with the Safeguarding Policy and Procedures noted above. Any deviations from these policies and procedures should be brought to the attention of the Head of School so that the matter can be addressed.

Appendix C: ICT Use Frequently Asked Questions

Introduction: The purpose of this frequently asked question sheet is to give generic examples of acceptable and safe use of the school's ICT systems in accordance with the school's ICT policy. If at any point you are unsure as to what is acceptable or safe, please contact the school's IT support office who can advise.

Q: A user has emailed me from their own personal email address (eg. Hotmail, Google mail). Can I respond to that email address?
A: You should reply to that user's school email account (ending in @student.globaljaya.com or @globaljaya.com) and not enter into communication using the external system.

Q: A faculty user has asked me to be their 'friend' on Facebook (or other social networks/online gaming systems – Xbox etc). Can I accept them?
A: No – you should not make contact with faculty via any social networking site or messaging system (such as Whatsapp, Instagram, text messaging, etc).

Q: A student user is doing a presentation from my laptop/device and need my password to log on/remove the screensaver. Can I give it to them?
A: No – Student users must not have access to your computer. They can share their presentation with you ahead of time and you can present it for them. You must never share your password.

Q: I have been asked by an external contact/agency to provide them with a list of student users in a year group. Can I send them this information?
A: No – any personal information going to external parties must be approved by the Head of School.

Q: A parent has emailed me and I need to respond. Can I email them back?
A: Yes – the response to the email should be made by within 24 hours, sent via your school issued email account, and should be thought through and entirely professionally worded. If there is a question or concern, discuss the matter with your line manager.

Q: Can I take a school-issued device home?
A: Yes – you can take it home and join it to your own internet connection if desired. However, the device is for school use and must not be used to conduct a personal business/enterprise for personal gain. The device must be transported securely and safely. You must make sure that the device is not used to access any illegal or inappropriate content when connected to your own internet connection – if any such content is discovered this will be referred to the Head of School who is likely to enact the school's disciplinary procedures (staff and students).

Q: Who is responsible for backing up my device?
A: We are a Google school and all school-related files should be saved in your Google Drive. If you have copies of those files on your device, you are responsible

for regularly backing them up.

Q: I am working with a student user and they could benefit from using my device. Can they do this?

A: Laptop/tablet: Yes, if you log out of your account and the student user logs in using either their own account or as a guest on your device. Phone: No, there is no situation where a student user should access a faculty member's phone.

Q: Can I install my own software (personally owned or purchased) or apps on a school-issued device?

A: You must seek permission from IT Support. If you wish to have school-owned software installed, please visit IT support, who will evaluate the app against the cost and arrange installation if deemed acceptable.

References:
https://www.felsted.org/uploaded/POLICY_FILES/JOINT/ESafety_and_Computer_Usage_Policy.pdf

https://www.highcliffe.school/files/Policies/ICT Mobile Phone and Social Networking/Archive/ICT Acceptable Use Policy September 2017.pdf