



Blackburn with Darwen L.A.

St. Thomas's Centre

**PUPIL AND PARENTAL/CARER ICT ACCEPTABLE USE POLICY FOR REMOTE
ONLINE LEARNING**

2025 - 2026

Review Date: October 2026

Review Date: September 2026

The purpose of the Acceptable Use Policy (AUP)

To ensure pupils will be responsible users and stay safe while using the internet and other communication technologies for educational, personal and recreational use. To ensure St Thomas's Centre (STC) ICT systems and users are protected from accidental or deliberate misuse which could put the security of the system and the users at risk.

This policy relates to all technology, computing and communications devices, network hardware and software including:

- The internet
- Email
- Mobile phones/smartphones
- Desktops, laptops, notebooks and tablets
- Devices with capability for recording and or storing moving or still images.
- Social networking, blogging and other interactives websites.
- Instant messaging which includes all social media apps, chat rooms, blogs and message boards
- Webcams and video hosting sites such as YouTube
- Gaming sites
- Virtual Learning Environments such as Office 365/Microsoft Teams
- Any other photographic or electronic equipment e.g. GoPro/Smartboards.

Pupil Acceptable Use Policy Agreement

I understand that I must use STC ICT equipment and any ICT equipment I use remotely for educational purposes in a responsible way to ensure there are no risks to my safety or to the safety and security of the ICT systems within school and other users. I am aware if I fail to follow the guidelines stated in STC AUP I may be subject to STC's disciplinary.

For my own personal safety and the safety of others and school ICT systems, I understand:

- STC will monitor my use of ICT systems, email and other digital communications.
- I will not share my username or passwords, nor will I use any other person's username or password.
- STC's ICT systems are intended for educational purposes only and I will not use STC's systems for personal or recreational use unless I have permission to do so.
- I must report to school the loss, theft or damage of any ICT equipment or school data such as passwords/user name
- I will not disclose any personal information about myself or others online.
- I will immediately report unpleasant or inappropriate material or messages or anything which makes me feel uncomfortable when I see it online to a responsible adult such as teacher/parent/carer.
- I will not try (unless I am given permission to do so) to make large downloads or uploads which may take up internet capacity and prevent other users from being able to carry out their work.
- I will act towards others online and with school property in a polite and respectful manner at all times.
- Where work is protected by copyright, I will not try to download copies including music and video.

- Copyright materials such as images cannot be published unless I am given permission by the original creator to use those images/information.
- I understand it is forbidden to record any part of the online lessons, take screen shots or voice recordings of staff and other students for any reason.
- I will not bring CD's or memory sticks into school without permission.
- I understand school emails should only be used to send and receive school work to teachers and other pupils if given permission to do so.
- I understand when communicating using school emails with teachers I should be respectful and appropriate at all times.

Safeguarding when using Remote Learning - Pupils

- Lessons must be conducted in communal areas such as kitchen/living room, not bedrooms.
- A parent or carer should be present in the communal area when I have a lesson.
- I must have my camera on at all times and my face must be viewed by the teacher.
- I must be appropriately dressed.
- I must not use inappropriate language or behavior which is not accepted in a class room.

Parents responsibility for Remote Learning

- Enable my child to have lessons in communal areas which ensure my child can study.
- Ensure I am appropriately dressed
- Be in the vicinity when a lesson is being conducted and monitor my child's behaviour.
- Report to school if I have any concerns.

PUPIL AND PARENTAL/CARER ICT ACCEPTABLE USE POLICY FOR REMOTE ONLINE LEARNING

Pupil Signature

I understand that I am responsible for my behaviour. I am aware if I am involved in incidents or inappropriate behaviour covered in this agreement I may be subject to disciplinary action. This may include loss of access to the school network, school internet, exclusion, contact with parents and in the event of illegal activities involvement with the Police.

Pupil Signature:	
Date:	

Parent signature

Parent/carer Signature:	
Date:	