

Learn Anywhere Scheme
Acceptable Use Policy

And e-Safety Briefing

For Parents and Students

Hartcliffe Engineering Community College

(Bridge Learning Campus)

July 2008



AIM HIGH



**Bridge Learning
Campus**

Learn Anywhere Scheme

This document is designed to sum up the main points of the laptop scheme.

Firstly, some clarifications regarding the purpose of the scheme:

- We are trying to ensure that every student at HECC/BLC has access to ICT both in school and out; as we move towards the new school and our new ways of learning, technology is going to become more and more central to the way our students learn.
- The scheme should go some way to providing families who aren't currently "online" with a device capable of connecting to the Internet
- The students will be expected to bring the device into school, fully charged, every day. They won't be using it in every lesson, but it will be there to support in any lesson. If the teacher asks them to put it away in their bags, this should happen without question.
- They will be expected to use it for homework where appropriate.
- We are not a business. We are not attempting to make any money through the scheme to pay teacher's salaries/buy books etc. We are doing this because we believe it has benefits.
- The Gift Aid we get back from the Exchequer will be put back into the scheme to subsidise it for future years.

At HECC/BLC we want to be able to personalise and improve the learning experience for every child. This scheme is part of that.

As such, in return for a contribution from the parent, we will make available a device for the student to use for 2 years. Of course, the student will be able to use the laptop for their own purposes, **however throughout the course of the scheme the laptop will remain the property of the school.**

Acceptable Use Policy.

When you collected your device along with your parent or carer, they signed a form that said that you agreed to abide by the acceptable use policy of HECC/BLC in relation to your use of the device.

This term "acceptable use" is essentially common sense. The use of the Internet is commonplace nowadays, however **inappropriate or irresponsible use** will result in possible confiscation of the device and it being re-imaged ("wiped"). The device will only be returned after a period of time has elapsed and that there have been re-assurances that lessons have been learned. If misuse continues, then that student loses the right to use the device.

The following is NOT permitted:

- Sending, saving or displaying offensive messages, images or video
- Accessing inappropriate material
- Using obscene or racist language
- Using the device to harass, insult or attack others
- Damage computer systems or networks
- Violate copyright laws
- Use other's passwords
- Attempt to gain access to another's files or work
- Use it for commercial purposes.

Many of these things are simply drawn from the Computer Misuse Act, 1990 and this list is not comprehensive; again most of it is common sense.

In certain circumstances, and if considered appropriate, then the Police will be informed of any relevant misuse.

Warranties, security and damage

The devices come with a two year warranty, and the school will provide first-line technical support when devices go wrong or damage occurs.

The devices are insured by the school for the period of the scheme, however if a student is considered to be mistreating the device, then it will be confiscated as above. Again, if a student persistently demonstrates that they don't possess the maturity or skills to be responsible for the device, then they will be withdrawn from the scheme.

The school is **not** responsible for the security of data on the devices. It is up to the student to ensure that they have backed up their work (on a memory stick or card) in the event that their device goes wrong.

e-Safety

It should be appreciated that once a child has access to the Internet, they should be educated how to use it safely.

In reality, most children use the Internet, email, instant messaging and many websites perfectly safely, and have done so for several years now, but this does not mean that the issue should be ignored.

Parents and carers should discuss with their children some guidelines for safe use of the Internet.

Some basic questions should be easily answered by the child:

- To whom are they chatting online, either by instant messaging ("MSN") or email
- How much time are they spending online?
- Are you able to access their "History" – the list of websites that they have visited?
- How much **personal information** about themselves *or their parents* are they sharing on social networking websites (examples - Facebook, Beebo). "Personal information" could be as something as simple as the school they go to, their birthday, your birthday, holiday plans and so on. Do they need to share that information or consider the implications?
- Do they respond to unsolicited invitations to chat or share images?
- Can you see their personal websites or blogs?

You should never let your child meet in person anyone who that they have met via the Internet, unless you accompany them.

There are many websites that offer advice on this subject. Some are listed below.

<http://www.ceop.gov.uk/>

<http://www.thinkuknow.co.uk/>

<http://www.childnet-int.org/>

<http://www.bbc.co.uk/chatguide/>

<http://www.nch.org.uk/itok>

Finally, if you have any concerns, please ask to speak to your child's head of year/house, or the head of ICT, Mr Alsop.