



Putting young people first

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# WHEELS VOCATIONAL AND LIFE SKILLS CENTRE

## Student use of ICT and Mobile Devices Policy

**Adopted September 2013**

**Date of Last Review: September 2023**

**Next Review: September 2024**

Company Registration No. 06608327

Registered Charity No. 1157795

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The Centre recognises that our students today, and in the future, need access to appropriate technologies to support their education. In order to get maximum benefit from the various technologies we would request that parents and students read and sign the ICT and Mobile Devices Policy. These rules will help to keep everyone safe and help us to be fair to others.

### **Network Use**

- I will only access the Centre network with my own login and password that I will keep secret.
- I will not use the area of another user.
- I will not look at, delete or amend other people's files.
- I will not attempt to alter the settings on any networked computer.
- I will not interfere with any cables attached to a computer.
- I will not consume food and drink in a computer room.
- I will not use aerosols in a computer room.
- I will use the computers ONLY for work and projects as directed by Staff.
- I will use only those programmes and websites that I have been told to use by Staff.
- I will use flash drives and portable hard drives only with permission from Staff.
- I will only use websites appropriate to my education, as directed by Staff.
- I will access only those websites that are relevant to the piece of work that is being done.
- If I access, by accident, a website containing inappropriate material I will immediately report it to a member of Staff.
- I will send or open e-mails during lesson time only when given permission to do so by Staff.
- The e-mail messages that I send will be polite and responsible and not cause offence to the recipient.
- Any e-mails that I receive that are unpleasant in any way will be reported immediately. My report will be confidential and will help to protect others.
- I will not give any personal details over the internet unless I have been given permission by my parent, carer or member of Staff.
- I will not use internet chat rooms unless it is a work-related project and authorised by a member of Staff.
- If I see anything on the computer that I am unhappy with, or I receive messages I do not like, I will tell a member of Staff immediately.
- I know that the Centre will check my computer files and e-mails and will monitor the Internet sites I visit.
- I understand Computer (file) storage areas will be treated as Centre property. Staff may look at files and communications to ensure that the system is being used responsibly.
- Whilst every attempt is made to ensure the safety of pupil work in folders kept on the server, students are ultimately responsible for making their own copies of work done.

## Internet Use

- I am aware of, and have signed, the Centre's ICT and Mobile Devices Policy.
- I understand the importance of keeping password details safe and private.
- I understand that personal information or images should not be posted on the internet.
- I know how to use email appropriately and the dangers of opening unexpected emails from unknown people.
- I will immediately report to staff/parents any on-line bullying issues or offensive behaviour online from others.
- I will not personalise the device with unsuitable wallpapers, screensavers or sound files.
- I will not send, view, display or download any files, images or software that could be considered to be harmful, offensive or cause others upset.
- I will not violate any Copyright Law.
- I will manage and maintain personal areas and document folders to ensure they do not conflict with device performance.
- I will not attempt to access systems, servers or files on the Centre network or attempt any other type of computer access that could be considered to be a form of 'Hacking'.
- I understand that **any** violation of the above may result in a temporary or permanent ban on internet and device use. I also understand that additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
- The Internet is provided for users to conduct genuine research and communicate with others. All sites visited are recorded. Access is a privilege, not a right and that access requires responsibility at all times.

## Mobile Devices

**The use of Mobile Phones or other personal electronic devices are NOT allowed during the Centre day. All such devices are collected from students at morning registration, secured in a safe administration area and returned to students at the end of the Centre day.**

**Failure to keep to this rule will result in the device being confiscated and handed into the Centre Office for safe keeping where it will remain until being returned to the Student at the end of the Centre day. Loss of privileges may be authorized by the Head of Centre.**

## Centre Commitment

The Centre guarantees include:

- The Centre will ensure that all students understand the need for on-line safety and are e-literate.
- The Centre will ensure that any on-line Learning Platform has content and resources relevant to the students' curriculum.

- The Centre will ensure that all students have access to safe e-mail and communication systems.

**Signed:** \_\_\_\_\_ **(On behalf of Wheels VLS Centre)**

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **(Parent/Carer)**

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **(Student)**

**Date:** \_\_\_\_\_