

E-LEARNING DEVICE POLICY

INTRODUCTION

Hasmonean Multi-Academy Trust (“the Trust”) recognises that Information and Communication Technology, (ICT) (this includes the use of Laptops, Chromebooks and tablets) and the internet are useful tools for learning that can be used in the Trust to enhance the curriculum, challenge pupils, and support creativity and independence. It is important that the use of the internet and ICT is seen as a responsibility and that all pupils use it appropriately. This policy gives guidance as to what is acceptable or not acceptable use within the Hasmonean Multi-Academy Trust.

Pupils are responsible for good behaviour on the Internet just as they are in a classroom or a corridor. Access is a privilege, not a right, and inappropriate use will result in that privilege being withdrawn. Pupils are to be made aware that devices are to stay in their bags until requested to be used by the teacher.

All members of staff must ensure they have read this policy in conjunction with the E-Safety and the Acceptable Use of the Internet and Trust Network Policy.

1. WHAT DEVICES MAY BE USED

The Trust has encouraged all pupils in Years 7-10 to purchase a Chromebook that is compatible with Google Classroom. Years 11 to 13 may use their own laptop, Chromebook or tablet. The Trust only permits pupils from Years 7-10 to use their device if it has ‘Lightspeed’ filtering installed and having accepted ‘Senso’ monitoring.

2. LOCATION AND TIMING

Pupils may only use their approved device in the classroom once the teacher has entered the classroom and given permission to do so. Teachers reserve the right to decide whether or not they use approved devices as a teaching tool in any or all lessons.

Approved devices may only be used in classrooms and the library.

There may be times when a Year Leader approves the use of devices at non-prescribed times and places.

3. MISUSE OF DEVICE

During lesson times, pupils are prohibited from using their device to play computer games. The only game that a pupil is allowed to play is an educational one that the teacher has instructed and continues to supervise.

Despite the filtering system, the Trust recognises that there may be instances where a pupil accesses irrelevant material to the lesson that has not been permitted by the teacher. This would include educational material that is not directly linked to the lesson.

The use of the camera function may only be used with the teacher's permission at any time.

Inappropriate material that is unbecoming of the Trust's ethos is forbidden at any time.

4. IMPLEMENTATION AND SANCTIONS

If a pupil is found to be using an unauthorised device, then the device will be confiscated indefinitely until the correct filtering is installed and Senso is accepted.

If a pupil is found to be misusing their device, the following system will be implemented:

- First misuse – The device will be confiscated until the end of the following day.
- Second misuse – The device will be confiscated for five full school days.
- Third misuse – The device will be confiscated until the end of the term. If the device is confiscated towards the end of the term, then it will be confiscated for a minimum of 20 full school days.

Any further misuses will risk the device being confiscated indefinitely.

All of the above is subject to a Year leader's discretion if needed.

If a pupil is found to be misusing the camera function the individual incident will be reviewed by the relevant year leader and the Behaviour / Safeguarding Policy will be referred to, to determine the appropriate sanction and outcome. This may also result in confiscation of the device for a time that will be determined by their Year Leader.

If a pupil is found to be accessing inappropriate material that is unbecoming of the Trust's ethos, the pupil's device may be confiscated indefinitely and additionally the Trust's Behaviour Policy will be referred to.

5. RECORDING

Teacher will record incidents of misuse on the database via the Attendance and Behaviour desktop programme. The Standards Officer will then input this information and send a report to the Year Leader, as well as a standard letter or email to parents.