POLICY FOR THE ACCEPTABLE USE OF EMAIL, TEAMS AND THE INTERNET

<u>Devices are provided for educational use. Students are expected to complete any work set and the Principal may ask for the device to be returned if work is not completed.</u>

Parents must supervise their child's access to the device and ensure it is used appropriately. Internet usage is monitored and this information may be shared with the Principal.

Devices must be returned when requested by school.

<u>E-Mail and Teams Guidelines</u>

- Students should check their Class Team regularly
- Students may post to their Class Team to ask their questions or to make comments about school work.
- Messages posted online should be polite and respectful.
- Teachers may send posts to their Class Teams to give reminders, set assignments, give reminders and ask questions.
- Teachers are not expected to reply to messages on Class Teams outside of the school day.

<u>If you Need help?</u>

If you have a problem with your device, please contact the Summit Learning Trust ICT Help Desk by calling 07904 676956 or by emailing **ITSUPPORT@Summitlearningtrust.org.uk**

Staying Safe Online

Summit Learning Trust devices have safety settings applied to keep you safe online. If you are blocked from viewing something you think you need, get in touch with your school.

For more support with helping your child to stay safe online, please visit https://www.thinkuknow.co.uk/parents/ and https://www.saferinternet.org.uk/

If your child is worried or needs support, they can call Childline (0800 1111) or download their 'For Me' app.

If you have been provided with a router, Summit Learning Trust will not be held responsible for any misuse of the internet connection that this router will provide.

Internet usage at home

You may have been supplied with a 4G router to access the internet at home. The router has safety settings installed, but no system is perfect. Parents must supervise their children's access to the internet. If your child accesses something illegal or inappropriate content that should be blocked, please report this to the Summit Learning Trust IT Support Team by calling 07904 676956 or by emailing **ITSUPPORT@Summitlearningtrust.org.uk**