

FAIRVIEW

-INTERNATIONAL SCHOOL-
BRIDGE OF ALLAN

Acceptable Use of IT Policy

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1. Policy on Acceptable Use of IT Facilities and Equipment (including Mobile Devices)	2
1.1. Statement of Intent	2
1.2. Parental Role	3
1.3. Remit	3
1.4. Acceptable Use	3
1.5. Unacceptable Use	4
1.6. Use of Wi-Fi Network	5
1.7. Cameras	5
1.8. Responsible Persons	5
1.9. Disciplinary Measures	6
1.10. Mobile Phones	6
1.11. Policy	6
1.12. Withholding procedure	6
2. Bring Your Own Device (BYOD) Programme	7
2.1. Background	7
2.2. General Guidelines	7
2.3. Monitored Use	7
2.4. Ownership and Care	7
2.5. Disciplinary Procedures	7
2.6. Tablets	8
2.6.1 Specifications	9
2.6.2 Tablet usage expectations	11
2.7. Laptops	12
2.7.1 Caring for your laptop	14

1. Policy on Acceptable Use of IT Facilities and Equipment (including Mobile Devices)

1.1. Statement of Intent

Fairview International School believes that the Internet is a resource that the school and pupils should positively engage with. Despite the recognised dangers, the Internet is a net benefit to education and our policies are biased in favour of its use.

The School believes that there is no simple technological solution to the problem of keeping children safe online. One factor in Internet safety is to ensure appropriate supervision. All the staff in the school are aware of the issues surrounding Internet access and the need for appropriate supervision and all staff receive training in On-line Safety. Staff complete training through the National College platform which specialises in Online Safety. Staff complete their Annual certificate in teaching Online Safety; either in Primary or Secondary schooling depending on their roles and responsibilities. This is complemented by internal safeguarding training which also focuses on how to keep young people safe online.

Major educational agencies believe that aggressive Internet filtering is detrimental to the experience of using the Internet in the classroom and has a limiting effect on a child's ability to use new technologies safely. As a result, our policy and practice is based around a combination of:

- A clear Acceptable Use Policy
- Education of students and staff
- Technical safeguards (Blacklist/Whitelist)
- Monitored usage
- Disciplinary measures

PSHE guidance

Our Personal, Social and Health Education curriculum teaches students how to stay safe online and in the wider world at an age appropriate level from Year 1 as a continuum through to Year 13. PSHE learning in the Primary Years Programme progresses from learning basic rules in how to stay safe online, who to speak with when there is an issue and why we need to keep some information private to the importance of complying with age restrictions for social media, online gaming and other digital platforms. Within the MYP and DP programs, students further develop their knowledge and understanding of the importance of a balanced lifestyle, how to evaluate risk online and what relationships can look like in the online space. All of this learning is further complemented by

assemblies and celebrations such as Mental Health Awareness Week where students develop their understanding of balanced, health lifestyle practices.

Every attempt should be made for staff, parents and pupils to work together so that use of the Internet is as safe as possible. All equipment and other users should be treated with respect and the facilities should be used in such a way that does not disrupt its use by others.

1.2. Parental Role

Parents have a responsibility to be aware that there may be risks associated with Internet access and the steps the school is taking to address these. The school will do all it can to ensure that parents are informed of its Acceptable Use Policy by making this document available to parents on our website.

Parents will also wish to ensure safe use of the Internet in the home or in other contexts outside school where a number of the outlined safety measures may be absent. We strongly recommend that parents refer to available advice about safe use of the Internet and ensure that they are aware of any access that is taking place

1.3. Remit

The school will make best efforts to protect children using the Internet through their devices and through the school's Internet connection.

The school cannot control Internet access by pupils using their own devices with separate Internet access (for example, mobile phone data) which is why such devices are not allowed in school in accordance with our Mobile Devices Policy. The school does regard any access of inappropriate material on school property or during school hours to be a disciplinary matter.

1.4. Acceptable Use

Pupils and staff may use the School network for educational purposes only. Educational purposes are defined as:

- Teaching
- Research
- Personal educational development
- Administration and management of courses and the educational policy of the school
- Development work associated with any of the above

Subject to the "Unacceptable Use" section below, the School network may be used by pupils and staff for any lawful activity that is in furtherance of the aims and policies of the School.

1.5. Unacceptable Use

Unacceptable use includes (but is not limited to) all of the following:

- Disclosure of usernames and passwords to any pupil for any reason.
- Creation or transmission, or causing the transmission, of any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material.
- Creation or transmission of material with the intent to cause annoyance, inconvenience or needless anxiety.
- Creation or transmission of material with the intent to defraud.
- Creation or transmission of defamatory material.
- Creation or transmission of material such that this infringes the copyright of another person.
- Creation or transmission of unsolicited bulk or marketing material to users inside or outside the school.
- Photographing, filming or recording in lessons without permission
- Photographing or filming staff or other students without their knowledge or permission
- Photographing or filming in toilets, changing rooms and similar areas
- Bullying, harassing or intimidating staff or students by the use of text, email or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites
- Refusing to switch device off or handing over the device at the request of a member of staff
- Using the device outside school hours to intimidate or upset staff and/or students will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school time
- Deliberate unauthorised access to networked facilities or services.
- Deliberate activities having, with reasonable likelihood, any of the following characteristics:
 - wasting staff effort or networked resources;
 - corrupting or destroying other users' data;
 - violating the privacy of other users;
 - disrupting the work of other users;
 - denying service to other users (for example, by deliberate or reckless overloading of access links or of switching equipment);
 - continuing to use an item of networking software or hardware after the School has requested that use cease because it is causing disruption to the correct functioning of the School network;
 - other misuse of the School network or networked resources, such as the introduction of "viruses" or other harmful software.
- Where the School network is being used to access another network, any abuse of the acceptable use policy of that network will be regarded as unacceptable use of the School network.

This means that:

- Email addresses should only be passed to trusted individuals.
- Any email from unknown sources should be reported.
- Any person who believes that attempts have been made to make unacceptable use of the Internet should report the matter immediately to a member of staff.
- Any person who discovers any materials they consider may be offensive or inappropriate should report the matter immediately to a member of staff.
- Any material viewed or printed off the Web or through other electronic means should not contain any offensive material and should be checked by a member of staff before being made publicly available.
- Users should not use their home address or phone number or those of other students when on the network.
- On sites where photographs and video clips of pupils may be uploaded, users should not disclose pupil's full names or other personal information.
- All internet access must be via the school's protected network at all times
- This means that students
 - Do not use a data SIM to bypass the school network
 - Do not 'hotspot' to a phone or similar device to bypass the school network
 - Do not use VPN or other software to bypass the school network
- Users should be aware that Internet access is monitored and that every site they visit is recorded and may be traced back to them.

The school reserves the right to restrict or remove access in the event of any user misusing network and IT facilities.

As well as these, a number of aspects are under strict control of the classroom teacher:

- The use of chat and newsgroups is restricted. Any use of these facilities should be in line with specific instructions issued by the class teacher.
- Saving or downloading materials is subject to guidance from the class teacher.
- Materials saved or downloaded from the Internet must not infringe copyright.
- Pupils may not use disks/CDs or any portable usb storage medium brought from outside the school without prior permission.
- Pupils must not attempt to circumvent any security or restriction settings applied to school computers or networks.

1.6. Use of Wi-Fi Network

All devices accessing the school Wi-Fi network should be used for school educational or operational purposes only.

1.7. Cameras

Pupils should not use cameras (including cameras built into smart devices) in school without the permission of a teacher. Under no circumstances should cameras be used in the playground at breaks without permission.

1.8. Responsible Persons

The Head Teacher, the IT Manager and the Designated Child Protection Officer(s) are the designated members of staff assigned to oversee the use of the Internet and to ensure it is used safely and securely.

Child Protection and safety are also part of the remit of every staff member.

1.9. Disciplinary Measures

Pupils found in contravention of this Acceptable Use Policy may be subject to measures including, but not limited to:

- Withdrawal of access to the network
- Withdrawal of access to computer use in school
- Additional configuration restrictions being applied to pupil's tablet or Laptop
- Mandatory check-in of pupils' own devices at 8:20am for return at 3pm
- Parental involvement
- Referral to Disciplinary Committee
- Temporary or permanent exclusion from school
- Police involvement

1.10. Mobile Phones

In order to strengthen our Safeguarding practices and to reduce risk for all of our community, mobile phones must not be used in school by students without express permission from staff for either an educational or emergency purpose.

Medical alerts are permitted where this is agreed in advance and is deemed to be the most appropriate measure to support health and wellness.

1.11. Policy

- Mobile phones are not required at school.
- However, we understand that many parents prefer students to possess phones in case of travel

- If a student is found using a mobile phone without permission, they will be advised to put the phone away in the first instance. Repeated use will lead to it being withheld by the school and returned to the parent.

1.12. Withholding procedure

- When a mobile phone is withheld by a member of staff it will be handed to Reception and parents will be contacted to collect the phone at the end of the day.
- If the parent cannot collect, the phone will be returned to the student at the end of the day and parents notified of the infraction.

2. Bring Your Own Device (BYOD) Programme

2.1. Background

Fairview International School requires each student in PYP 5 and 6 to have access to a tablet to be used for all aspects of teaching and learning as directed by class teachers. All students in MYP 1 (Year 7) upwards are required to have access to a laptop to be used for all aspects of teaching and learning as directed by class teachers. This policy covers all aspects of the handling and use of these devices.

2.2. General Guidelines

All students are required to have personal access to computing resources unless the school is notified in writing by the parent/guardian. If pupils are prevented from using electronic resources, we cannot guarantee that their educational experience will be equivalent to that of their peers.

The School requires all students to make use of their school-issued Google account for all of their school work.

2.3. Monitored Use.

Students should be aware that the use of their account and device may be monitored while they are in school. This is to ensure the safety and security of the entire school community.

- All files stored on the system may be subject to review and monitoring.
- Pupils should have absolutely no expectation of privacy when using their device in school.

2.4. Ownership and Care

- Each device is the property of the individual pupil.
- The school is not responsible for its care and security during the school day. Parents are encouraged to consider insurance to cover accidental damage or loss.
- The school can help and support students with the operation of their device within the needs of the education.

2.5. Disciplinary Procedures

The BYOD programme runs on a trust principle. If problems are encountered, pupils may be subject to the following:

- Temporary or permanent withdrawal of school use privileges
- Any other disciplinary measure detailed in the Acceptable Use Policy or applied by the Discipline Committee

The School has a separate eSafety and Social Media Policy which explicitly addresses Child-Protection and Safeguarding.

APPENDIX 1

Digital Information Document

At Fairview, we pride ourselves on our Digital Citizenship throughout our schooling years. Our objective is to ensure that our students understand not only what the elements of digital citizenship are, but also what they need to do in order to become good digital citizens at Fairview.

Educational Technology Mission Statement

That every student at Fairview International School learns to develop and demonstrate the knowledge, skills, practices and attitudes necessary to be an engaged, robust 21st century citizen empowered to take charge of their future.

There is much to be learnt inside the school walls however education continues in the home.

Practice Technology Values at home

Examples of Practising technology values at home:

1. No devices at the eating table.
2. Talk and explore all the applications as a family.
3. Putting devices far away from the bed.
4. Set screen time off as a family.

2.6. Tablets

Fairview's Bring Your Own Device (BYOD) tablet model is intended to give learners the opportunity to utilise all the potential educational tools the tablet has to offer. As a

powerful device, the tablet is capable of taking photos and videos, accessing the internet, acting as a calculator and dictionary as well as being able to access a plethora of specifically designed educational applications. Hence it has been chosen by Fairview to enhance student learning.

Tablets will be used from Year 1 through 6. Students in Years 1-4 will use tablets provided by the school. Students in Years 5 and 6 require their own personal tablets.

2.6.1 Specifications

Recommendations

Tablet models compatible with the latest iOS version for iPads:

<https://support.apple.com/en-gb/guide/ipad/ipad213a25b2/tabletos>

Bluetooth keyboards are recommended for effective use - preferably keyboard covers. (example below)



1. Year 5 and 6 students supply their own tablets; they are not purchased by the school. The student will be responsible for maintaining their tablet. This includes, but is not limited to taking the tablet home, ensuring it is not damaged, keeping track of accessories and ensuring the tablet is charged for daily usage.
2. Whilst Fairview staff will do all they can to prevent loss, damage or theft, all accessories remain the student's personal responsibility.

2.6.2 Tablet usage recommendations

Our expectations of Tablet use in the school;

1. Surf the web safely and responsibly.
2. Utilise the camera responsibly.
3. Keep the tablet safe and protected.
4. Follow teacher instructions and keep their essential agreements with them.

Important points to note

1. We recommend parents inform teachers of their child's tablet passcode.
2. In circumstances where the App or Play store credentials are not provided to your child, we recommend that you provide said details to teachers so that they can install necessary apps for educational purposes if the need arises.

2.7. Laptops

Fairview's Bring Your Own Device (BYOD) laptop policy is intended to give students the opportunity to utilise their laptops to complete their class and project work.

All students within MYP and DP (Year 7+), to further develop Digital Citizenship and responsibility, need their own personal laptop (provided by parents) for use at home and within school.

Laptops offer a more expansive working platform compared to tablets. The BYOD laptop model has the following characteristics, requirements and recommendations:

1. The students supply their own laptops, they are not purchased by the school. The student will be responsible to maintain their laptop. This is including but not limited to; taking the laptop home, ensuring it is not damaged, keeping track of accessories, ensuring the laptop is charged for daily usage and also ensuring to bring the laptop charger to school.
2. When choosing a laptop, please carefully consider following requirements;

If you need to purchase a new laptop there are a few key factors to balance between performance, portability, and affordability.

Below is a list of hardware terminology, highlighted in bold, which can help you when comparing laptops to buy.

Processor: Look for a laptop with at least an Intel Core i5 or AMD Ryzen 5 processor. These processors offer a good balance between performance and battery life.

RAM: Aim for a minimum of 8GB of RAM but recommended 16GB. This will ensure smooth multitasking and the ability to run multiple applications simultaneously without slowing down the system.

Storage: A solid-state drive (SSD) is highly recommended due to its faster loading times and improved overall performance compared to traditional mechanical hard drives. Aim for a minimum of 256GB of storage to accommodate the operating system, applications, and files.

Display: A 13- or 14-inch display size is generally suitable for portability while providing a comfortable viewing experience. Consider a laptop with at least a Full HD (1920x1080) resolution for crisp and clear visuals.

Battery Life: Opt for a laptop with a battery life of at least 6-8 hours to ensure it can last through a school day without needing to be plugged in. This will provide flexibility for students who move between classrooms or study areas.

Operating System: Depending on your personal preference, you can choose between Windows, macOS, or Chrome OS. Typically, Windows offers more choice for software, with Chrome OS (ie Chrome Books) offering the least.

Durability: It's worth considering a laptop with a sturdy build quality and some level of resistance to accidental drops or spills. This can be difficult to quantify but typically metal chassis are more durable than their plastic counterparts.

Longevity: A harder to quantify metric, but in essence the more expensive or better built a laptop is the longer it will function and operate without reduction in performance, ideally, we would recommend making a single purchase to last the entire learning career of your child here at Fairview.

Laptop as a tool for learning

Similar to tablets, Laptops in Fairview are a tool for learning. Students must be aware of and follow the rules of laptop usage on campus as part of the BYOD programme. Through ignorance or otherwise, using the Laptop in a non-educational way will most likely cause a breach in the following rules and behaviours which need to be observed and followed.

1. Students are not allowed to play games on their laptop at school unless given permission by a member of staff. Students playing games at school without permission will be subject to disciplinary action.
2. Students are responsible for downloading software used for school purposes. This is a requirement as students must learn how to manage their own devices, especially with regards to protecting their devices from viruses. At no point should any student allow/request another person to install software on their personal device, they must always personally check that the software is safe and install it themselves.
3. When not using the Laptops during lessons, students are expected to close their Laptop screen [without shutting down], or alternatively put inside their bags. This is dependent on teacher instructions.
4. Students should maintain possession of their Laptop at all times. They should not lend it to peers.
5. Additional accessories such as stickers, stylus pens or earphones are allowed as long as they do not detriment or distract students from learning.
6. Stickers must not display inappropriate or explicit material. Should such stickers be placed on the Laptop the student will be subject to disciplinary action.
7. Earphones can only be used with specific teacher instruction in lessons.

8. Stylus pens can be used whenever the student wishes to utilise them. Unless otherwise instructed, a student will be allowed to use their stylus pen whenever they are allowed to use their Laptop.

Whilst Fairview Staff will do all they can to prevent loss, damage or theft, all accessories remain the student's personal responsibility.

2.7.1 Caring for your laptop

1. Student devices will not be covered by any school Insurance policy due to the high risk involved to underwriters. Should you wish to insure your Laptop you are recommended to do so on a personal possessions insurance policy.
2. All Laptops are recommended to have a protective cover or a protective laptop bag. These protections may not protect against heavy falls, but they will protect the hardware from water or other elements.
3. Laptops should be charged overnight in order to ensure that they can be used for the maximum possible time during the school day. A charger should always accompany the student in case the battery fails.
4. Whilst carrying the Laptop, always keep two hands on the device, or carry it within your bag. Ensure your bag is zipped close.
5. If accessories such as earphones, stylus pens or chargers are also brought into school, the student must ensure that they are properly taken care of.

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