

ACCEPTABLE USE GUIDANCE DOCUMENTS

Rules and Regulations for Teaching and Support Staff

- 1. Teachers should be aware of e-safety matters and of the current school / academy e-safety policy, practices and guidelines or policies.**
- 2. Teachers should not be discouraged by any technical problems in the classrooms.**
- 3. Develop and publicize internet use policies for your staff, students, and families. All digital communications with students / parents / teachers should be on a professional level and only carried out using official school portal**
- 4. Discuss internet safety with your students regularly and authentically.**
- 5. Teachers should monitor the use of digital technologies, mobile devices, cameras etc. in classes and other school activities and implement current policies with regard to these devices**
- 6. Teachers should report any suspected misuse or problem to the e-learning officer concerned.**
- 7. Be a digital citizenship role model including in areas such as research, etiquette and copyright.**
- 8. Take time to find out how students are using the internet outside of class.**
- 9. Teachers should follow up the online activities of the students in and outside the classroom.**
- 10. Encourage students and parents to talk to you if there is a concern about internet safety.**
- 11. Use sensible email addresses and username. Use privacy settings and strong passwords.**

- 12. Don't put anything online you wouldn't want your colleagues, family and friends to see.**
- 13. Carefully consider if you want to connect with students or parents on social media.**
- 14. Teachers should create an awareness on good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.**
- 15. Teachers have to select a digital ambassadors and techno Savy, have to maintain a logbook of incidents during e-learning classes.**

Students:

- 1. Students are responsible for using the school digital technology systems in accordance with the Student Acceptable Use Policy.**
- 2. Students are allowed to access the school portal only through their school credentials.**
- 3. Students are expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies and adhere to the same.**
- 4. Should understand the importance of adopting good e-safety practice when using digital technologies out of school and realize that the school's E-Safety Policy covers their actions out of school**
- 5. Students should be aware of the importance of reporting abuse, misuse or access to inappropriate materials and know how whom to be reported.**
- 6. Students should have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations**
- 7. Students should be trained in e-safety issues and be aware of the potential for serious child protection / safeguarding issues to arise from Sharing of personal data, access to illegal / inappropriate materials inappropriate on-line contact with adults, strangers, potential or actual incidents of grooming, Cyber-bullying.**

8. **Students should use school credentials and use privacy settings and strong password.**

Parents / Caregivers:

1. **Parents / Caregivers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way.**
2. **Parents have to up to date awareness of e-safety matters and of the current school e-safety policies and practices**
3. **Parents should read, understand and follow the e-safety policies by the schools and encourage their wards to follow the same strictly.**
4. **Parents should monitor e-safety issues and be aware of the potential for serious child protection / safeguarding issues to arise from Sharing of personal data, access to illegal / inappropriate materials inappropriate on-line contact with adults, strangers, potential or actual incidents of grooming, cyber-bullying.**
5. **Parents should monitor the sites and confirm its safety.**
6. **Parents should be free to contact and acknowledge the issues faced by their ward if any during e-learning to the teacher concerned.**