ICT ACCEPTABLE USE POLICY FOR STAFF AND PUPILS (2026)

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1. Introduction

MAGNO INTERNATIONAL SCHOOL recognises that technology will play a significant part in the education of the 21st century students and in accordance with our working model **MAGNO STUDENT PROFILE**. But this use should follow agreed rules and guidelines to prevent classroom disruption, student misuse and teacher difficulties and to ensure the maximum effectiveness of these tools.

This Acceptable Use Policy is intended to ensure:

- that staff, pupils and volunteers will be responsible users and stay safe while using the Internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

This Policy also applies to students during school excursions and extracurricular activities.

2. Student Responsibilities for devices use

Students must understand that the use of the school devices is for educational purposes only. They must not:

- Change settings, disable monitoring software, or access inappropriate content.
- Interfere with another student's device.
- Use the device to record, photograph, or share images/videos of others without permission.
- Even with other students' permission, this should not happen during class time as students should be focused on learning.

Students should:

- Only access approved websites and applications.
- Be responsible for logging out and keeping passwords secure.
- Keep devices charged and in good condition.

Misuse in Secondary:

First Incident: The student will receive a formal warning and be reminded of the school's expectations regarding acceptable use of the device.

Second Incident: The student will receive a *falta* (behaviour sanction)/notification on Alexia, which must be signed by a parent or guardian to acknowledge receipt.

3. Internet access in school

The internet and other digital information and communications technologies are powerful tools, which open new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work.

The term "**mobile device**" in this policy denotes mobile phones, laptops, iPod touch, tablets such as the iPad, smart watches, Android or OS devices or any similar mobile device that can access the Magno wireless network and is not registered for academic purposes at MAGNO.

The term "school's computer" in this policy refers to all the desktop devices available in classrooms for teachers and students use, all the Chromebooks or laptops in possession of the teachers and students, as well as any device not included in the previously mentioned "mobile device" category; all of them for academic purposes at MAGNO.

The term "own devices" in this policy refers to any device (mobile or not) owned by the staff member or student that is therefore not school property.

4. Ensuring Internet access is appropriate and safe

In common with other media such as magazines, books and video, some material available on the Internet is unsuitable for pupils. The school will take every practical measure to ensure that children do not encounter upsetting, offensive and otherwise inappropriate material on the Internet (MDM + Firewall).

The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable materials:

- All activities carried out inside or outside the school for academic purposes will always only use the school's computers to access the Internet and the school's ICT network.
- Our Internet access has a filtering system set up within our school. This prevents access to inappropriate material for children.
- Children using the Internet will do so safely under the filters and MDM security system of the school, which means that they will not be allowed to use VPN systems during the school day.
- Staff will use their professional judgement and check that the sites pre-selected for pupil use are appropriate to their age and maturity.
- Children can access contents or resources prepared or recommended by the teacher, instead of accessing the Internet browser, establishing certain digital platforms as ways of communicating with the teacher: Class Dojo, Google Classroom, Trello, and others which might be established to that end and for the different stages.
- Teachers will promote student awareness regarding the need to validate information whenever possible before accepting it as true and understand that this is even more important when considering information from the Internet.

5. Maintaining the security of the school's ICT network

- Our school network is maintained by an IT department, who regularly monitors our hardware and the running of our systems, as well as their security.
- Pupils will be trained to be responsible in their use of the Internet, through informative sessions on "Internet security" with families and students organised by the Police, IT staff and Tutors.

- Students will know they have to turn off monitors and tell an adult immediately if they encounter any material that makes them feel uncomfortable. Tutors and the school will take immediate measures in those situations.
- When copying contents from websites, students will be taught how to respect copyright terms.
- Pupils are made aware that the writer of an e-mail or the author of a web page may not be the person claimed.
- If there is an incident regarding the publication of upsetting material in which other pupils might be involved, the families will be informed and will work together with the school following the Behaviour Policy for the stage.
- The IT Department will be responsible for periodically checking files and documents saved in the school's computers, to follow the ICT Acceptable Use Policy, and minimising the risk of exposure to inappropriate contents.

MAGNO´s website and social media

The aim of the school's social media and website is to provide information regarding activities and achievements in our school community, as well as our pupils' success in the most immediate environment. Because of this, students' photographs and videos of the school might be used for the exclusive use of Magno and Ariston Education. This might include displays, music or dance records or events which involve our students, and we believe might be of interest to our school community.

6. Use of audiovisual material

- The school may use photographs of children or their work when communicating with parents and the wider community, in newsletters, in the school prospectus and on the school website. The local or national press may be used to publish photographs of children participating in events at school.
- Lists of those children for whom permission has NOT been given to appear in any audiovisual material will be held by each class teacher, and by the school office.
- Audiovisual material (photos-videos) will be recorded by the school's staff or hired by the company; its publication will be supervised by the Department of Admissions and Communication, who will ensure the appropriateness of its contents.
- If any student needs to take photographs or videos during the school day, the teacher must ensure that they are transferred onto school storage and deleted from the child's device before home time.

Violation of any of our regulations may result in disciplinary action in coordination with the **School's Behaviour Policy.**

7. Rules for Responsible MOBILE DEVICE Use – Pupils

- Mobile devices **cannot be used on school premises** (corridors, changing rooms, playgrounds, toilets, library, dining room, etc). It is forbidden to take photos or record videos without authorisation.
- Earpods & phones (any similar device) must be kept away (and switched off) during the school day.

- If a student is caught using a mobile device in school without permission or inappropriately, the device will be taken away and parents will be contacted.

Mobile Phones (Primary students.)

Students are not permitted to use mobile phones during the school day however; we recognise that some students may need to bring a phone to use to and from school.

Any mobile phone brought to school must be switched off and kept in reception throughout the school day. Phones must not be carried on a student's person, used, seen, heard, or accessed at any time during the school day.

Failure to comply with this expectation will result in the following consequences:

1. **First Incident**: The student will receive a formal warning and be reminded of the school's expectations regarding mobile phones.
2. **Second Incident**: The student will receive a *red card,* and a message will be sent to parents.
3. **Third and Subsequent Incidents**: The student will be required to hand their mobile phone to the Head of Primary at the start of each school day and collect it at the end of the school day for a period determined by the school.

The school reserves the right to take further disciplinary action where repeated breaches occur or where a mobile phone is used in a manner that compromises the safety, privacy, wellbeing, or learning of others

Mobile Phones (Secondary and Sixth form.)

Students are not permitted to use mobile phones during the school day. However, we recognise that some students may need to bring a phone to use to and from school.

Any mobile phone brought to school must be switched off and stored securely in the student's bag or locker throughout the school day. Phones must not be carried on a student's person, used, seen, heard, or accessed at any time during the school day unless specific permission has been granted by a member of staff.

Failure to comply with this expectation will result in the following consequences:

1. **First Incident**: The student will receive a formal warning and be reminded of the school's expectations regarding mobile phones.
2. **Second Incident**: The student will receive a *falta* (behaviour sanction)/notification on Alexia, which must be signed by a parent or guardian to acknowledge receipt.
3. **Third and Subsequent Incidents**: The student will be required to hand their mobile phone to the Head of Secondary and Sixth Form, at the start of each school day and collect it at the end of the school day for a period determined by the school.

The school reserves the right to take further disciplinary action where repeated breaches occur or where a mobile phone is used in a manner that compromises the safety, privacy, wellbeing, or learning of others.

8. Use of Mobile Devices on the School Bus

- Students are allowed to carry their mobile devices on the school bus with the consent of their parents or tutors. Bus staff will not be responsible for checking that the students are carrying their mobile devices when they leave the BUS. This will be the parent/tutor's responsibility.
- The bus WIFI will be disconnected during the bus journey.
- It is forbidden to take photos or record videos on the school bus, as well as perform any other action with the mobile device that could harm another person on the bus in any way physically or psychologically.
- Our internal behavioural policy will be implemented if students do not follow these rules.

9. Rules for Responsible Internet Use – Pupils

The school makes use of the school's computers with Internet access as learning tools. These rules will help keep us safe and help us to be fair and respect others.

Staff and children will regularly reinforce Internet Safety through training.

Using the devices:

- I will immediately report any damage or faults involving equipment or software; however, this may have happened.
- I will not use my own devices to record audiovisual material unless I am given permission to do so, and I will always follow the schools' policies for acceptable use of digital images and video.

Using the Internet:

- I will ask permission from a teacher before using the Internet, using apps and webs previously suggested for each subject.
- The general work platforms will be ClassDojo, Teams, Toddle, Google Classroom, Trello and apps from Google or Microsoft and others specified by the teacher.
- I will turn off the monitor and report any unpleasant material to a teacher immediately because this will help protect other pupils and myself.
- I understand that, for safety reasons, the school may ask for permission to check my school's computer files and may monitor the Internet sites I visit.
- I will not complete and send forms without permission from my teacher.
- I will not give my full name, home address or telephone number when completing forms.
- I will not use VPN systems during the school day, and I assume that it could be uninstalled if its use is detected.
- I will not try to upload, download or access illegal contents (visual material related to sexual, racist or any other discrimination and criminal content) or inappropriate content which might upset or physically or psychologically harm others.
- When a work is copyright-protected, I will not download it nor distribute it.

Responsible use of e-mail:

- The school will create and manage a corporate account for the students to promote and create a safe environment for the use of e-mail.
- I will choose appropriate times to use or check emails (only if email is an appropriate part of the lesson).
- I will immediately report any unpleasant messages sent to me because this will help protect other pupils and myself.
- I understand that e-mail messages I receive or send may be read by others, if necessary, in the event irregular or criminal acts are suspected, by those responsible for the school.
- The messages I send will be polite and responsible.
- I will not open any attachments to emails, unless I know and trust the person / organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not give my full name, home address or telephone number.
- I will not use school email facilities to arrange to meet someone outside school hours or someone external to the school for personal reasons.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this document, when I am out of school and where they involve my members of the school community (examples would be cyber-bullying, use of images or personal information, but are not limited to these examples, but any digital information or data related with the school or/and its community).
- I understand that if I fail to comply with this Acceptable Use Policy Document, I will be subject to disciplinary action according to the school's Behaviour Policy.