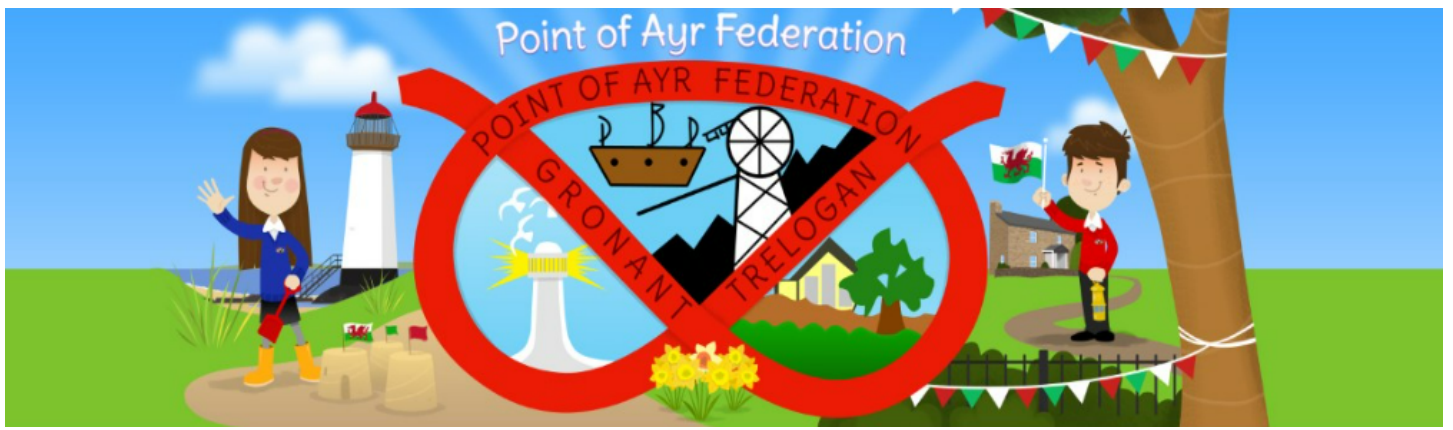




Point of Ayr Federation

Acceptable Use Policy

Misuse Guidelines

May 2024



Aiming High Together

Learner's Acceptable Use Policy Agreement

All learners have read, understood and have agreed to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within the guidelines outlined in the [Learner's Acceptable Use Policy Agreement](#).

The following procedures will be followed in instances where learners are not adhering to the guidelines outlined.

AUP policy guidelines for instances of misconduct

Class teachers are responsible for completing the 'Acceptable Use - log of misconduct' document.

Class teachers are responsible for recording the incident on cPoms.

Class teachers will inform the headteacher and digital lead of the incident.

<u>1st Instance</u>	Learners will be given a verbal warning about their behaviour by their class teacher. Learners will be reminded of the Acceptable Use Policy by their class teacher. Incident will be logged onto cPoms by the class teacher.
<u>2nd Instance</u>	Incident will be escalated to the Digital Lead. Learners will be given a second verbal warning about their behaviour. Learners will be reminded of the Acceptable Use Policy by the Digital Lead. Learners will have restricted access to a device - only using a device when in visible sight of an adult, and for the required amount of time to complete their learning tasks. There will be no access to devices for non-learning purposes. Learners will be informed that in the event of a 3rd instance, they will lose their digital privileges. Incident will be logged onto cPoms by digital lead. Parents will be informed.
<u>3rd Instance</u>	Incident will be escalated to the Headteacher. Learners will lose their digital privileges - Learners will have their passwords changed, and restricted to staff knowledge only. Learners will have restricted access to a device - only using a device when in visible sight of an adult.



	Incident will be logged onto cPoms by headteacher. Parents will be informed.
<u>4th Instance</u>	Meeting held with learner, parents, Head Teacher, Digital Lead and Governor Curriculum Lead. Meeting minutes will be recorded onto cPoms.

