

Student ICT Acceptable Use Policy

School Policy

Digital technologies have become integral to the lives of children and students, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and create awareness of context to promote effective learning. Students should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure:

- That students will be responsible users and stay safe while using the internet and other digital technologies.
- That school systems and users are protected from accidental or deliberate misuse and have good access to digital technologies to enhance learning. In return, it is expected that the students to agree to be responsible users remembering to RESPECT themselves, others and the School.

The school will not be responsible for any loss of data, however there is a two week backup of data stored on the network.

Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. Use of the school's ICT systems is a privilege - not a right and entails responsibility.

For my own personal safety:

- I understand that the school will monitor my use of the systems, internet, devices and digital communications.
- I understand that web use is filtered and that its purpose is intended for educational use only. I will not attempt to access any blocked sites or content.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I understand that my account is my responsibility.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.

- I will immediately report to a member of staff any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission. This includes but is not limited to, local storage and Office 365 OneDrive storage, my Office 365 Outlook email.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- My Office 365 Outlook email account will be used appropriately and will not be used for any kind of abuse including spamming of others.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my own personal devices (mobile phones etc) in school if I have permission. I understand that, if I do use my own devices in the school, I will follow the Mobile phone guidance for students.
- I understand the school is not responsible to any damage or loss of personal equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report to a member of staff any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will only use social media sites with permission and at the times that are allowed.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate and related to the subject I am studying, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I will RESPECT computer rooms and recognise that:

- I will not switch equipment on or off unless permission is given.
- Only staff are permitted to adjust, connect or disconnect peripherals and cables to the rear and front of computers. I will not make any attempt to do so.
- I will not attempt to attach personal devices to equipment or networks without express permission.
- I will not adjust monitors or its settings. The controls on the monitors have been set correctly to provide the optimum display.
- I will treat all ICT equipment with RESPECT and not attempt any vandalism or damage in any way.
- Computer rooms are food free zones. Drinking water is only allowed if permission is granted and must be away from any equipment.

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 agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include:
 - Loss of access to the school network / internet
 - Detentions
 - Exclusions
 - Contact with parents and in the event of illegal activities involvement of the police
 - Bills to parents for vandalism and/or damage