

ICT Acceptable Use Policy – Students

Aims and Scope

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

The school will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect students to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

I understand that should the School allow me to use my own digital technology in the school day/on school premises/on a school trip or visit that I will be governed by the same rules as were I to be using school ICT systems.

I understand that this Acceptable Use Policy is an extension to the school rules and forms a contract between the student and the School endorsed by their parents.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications and that files may be deleted if they pose a threat to the system or misuse is identified.
- 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 will not leave my computer logged on.
- I will be aware the potential dangers of corresponding with unknown people by email or through Internet sites.
- 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.)
- I am aware that, for my own safety, I should not arrange to meet people off-line that I have only communicated with on-line. If I decide to, I know I should do so in a public place and take an adult with me.
- I will immediately report to a responsible adult any unpleasant or inappropriate material or anything that makes me feel uncomfortable when I see it on-line.
- I will immediately report to an adult if I feel bullied or abused online or if I receive any offensive or inappropriate images, including nude or nearly nude selfies (sexting). I will not tolerate offensive behaviour from my peers and will always report it.

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.
- I will not try (unless I have permission) make large downloads or uploads, or stream audio or video 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, social media or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.
- I will use printers responsibly for my work and avoid the waste of unnecessary or irrelevant printing.

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.
- 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 recognise that what I might consider 'banter' others might find offensive or abusive.
- I will not send or take part in the preparation of text, graphics, audio or video material which is offensive, abusive, obscene or defamatory or which may be unlawful (e.g. sexting).
- I will not take or distribute still or moving images of anyone without their permission. I will not take or distribute still or moving images of the School without 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 treat computers and peripherals responsibly and immediately report 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.

When using the internet, I recognise that:

- I am responsible for my good behaviour.
- I understand the risks and will not try to upload, download, access or transmit any materials which are illegal or inappropriate or may cause harm or distress to myself or others.
This includes but is not limited to:
 - pornographic material (that is, writing, pictures, films and video clips of a sexually explicit nature), including nude or nearly nude selfies (sexting)
 - offensive, obscene, or criminal material or material which is liable to cause embarrassment to the School;
 - a false and defamatory statement about any person or organisation;
 - material which is discriminatory, extremist, offensive, derogatory or may cause embarrassment to others;
 - confidential information about staff, students or parents (which I do not have authority to access);
 - any other statement which is likely to create any legal liability (whether criminal or civil, and whether for me or the School);
 - material in breach of copyright.

Nor will I try to use any programmes or software that might allow me to bypass filtering / security systems in place to prevent access to such materials.

- Access to the Internet is provided for me to conduct academic research and to communicate/collaborate with other members of the school community, using the school's mail service.
- 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. I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me and/or to put across biased or extreme views.
- At school, teachers will guide me towards appropriate materials. Outside school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, films, radio and other potentially offensive media.

- All internet access is subject to filtering and content control, to minimize access to inappropriate material. All internet access in school is logged, monitored and traceable.

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 include cyber-bullying, use personal information, or transmission of offensive or extremist material, including nude/nearly nude selfies (sexting)). I understand that the School will never tolerate abusive behaviour by one student towards another.
- I will ensure that if I am joining lessons or other events remotely I will adhere to the expected standards of dress, ensure I am working in an appropriate environment, and behave courteously towards my peers and teachers in line with the School's policy and expectations of my behaviour.
- I understand that I must not record film or take photos during lessons, or around school (even if this is just of myself) unless given express permission to do so by a member of staff. I must not post images or videos online that have been filmed within school.
- 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, and referral to my Head of Section; Director of Students or the Headmistress.

Policy last reviewed:

Lent 2021

Next review due:

Lent 2022

Person responsible for review:

Director of IT