Acceptable Use Policy – Student

Author	Head of Computing
Date of Last Review	June 2019
Date of next review	June 2022

Student Responsible Use of ICT Policy

(This is a subset of the full Responsible Use of ICT Policy)

1.0 Purpose

Pate's Grammar School actively promotes the responsible use of ICT to all users. When accessing the Pate's network (including using the remote access, CITRIX or the use of personal devices) users are agreeing to abide by the terms set out in this policy. This policy details the expectations of all users of ICT equipment. This policy has been designed to work alongside and in conjunction with the school's Safeguarding, E-Safety, Whistleblowing and Data Protection Policies.

2.0 Scope

ICT as referenced in this document refers to all applicable ICT devices (whether personal or school owned) including but not limited to desktop PCs, laptops, mobile phones, tablet computers, portable storage and media whether connected or disconnected from the school's network. Authorised users are deemed to be any person who is issued with a user account of wireless connection details by the school.

3.0 Roles and Responsibilities

Students are responsible for:

- Behaving in a way that does not breach the Responsible Use of ICT policy;
- Promoting the responsible use of ICT amongst their peers by adopting best practice

4.0 Principles

4.1 Access

Pate's Grammar School's ICT systems may be used by authorised users for any legal activity that is in furtherance of the aims and policies of Pate's Grammar School subject to the conditions below. Moderate use of the ICT systems for personal purposes will be permitted provided such activities take place outside of the normal times of educational use (defined in this context as running from 8.30 a.m. to 1.10pm and 2.10pm to 3.35pm during term time) and do not otherwise contravene the terms of this policy.

ICT systems should only be accessed via the authorised account and password provided issued by the ICT Services team to individual users. Users may not make these details available to any other person; users will be held responsible for any breach of this policy performed through their account. If you believe that your password has been compromised, you should change it immediately and inform the ICT Services staff.

4.2 Data and Communications

All communications and information stored on the ICT systems should be assumed to be property of Pate's Grammar School. Any items stored in your user area or folders within your user area maybe subject to deletion. No member of Pate's Grammar School including the Head Master or the governors can be held responsible for any loss of data.

All portable storage media must be checked for viruses prior to use. Suitable encryption should be used to ensure compliance with the Data Protection Policy. See the ICT Services team for guidance.

Student Responsible Use of ICT Policy
(This is a subset of the full Responsible Use of ICT Policy)

Users are provided with their own email account for educational use only. Personal use of email accounts (for emailing friends in school etc.) is not permitted as this uses up valuable network bandwidth and storage space that could be better used elsewhere.

Users are responsible for the content of all emails sent and received by them. The sending of offensive, profane or abusive email or other messages is forbidden. If users receive any offensive or inappropriate emails they should report it to the ICT Services Office immediately. Use of school email accounts for bullying or harassment will not be tolerated. Email attachments should only be opened if they come from a known and trusted source. The sending of email attachments containing any program, file or shortcut that damages or shuts down a computer, damages or alters the operating system or alters, deletes or otherwise modifies user files is strictly forbidden. Pate's reserves the right to inspect school emails, when directed by the Governors or SLT.

The use of email rules that disrupt, slow down or damage the school mail server or network system is not permitted.

4.3 Internet Access

You must not visit Internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:
- Pornography.
- Promoting discrimination of any kind.
- Promoting political extremism
- Promoting racial or religious hatred.
- Promoting dangerous or illegal acts.
- Hacking, proxies or any other method of bypassing network security.
- Any other information which may be offensive, slanderous or seen as a form of bullying to other students or employees of Pate's Grammar School.
- That might be defamatory or incur liability on the part of Pate's Grammar School or adversely impact on the image of Pate's Grammar School.

You must not:
- Download any screensavers, wallpapers, games or any other programs. These may contain viruses and the process of downloading uses excessive Internet bandwidth.
- Use the Internet for soliciting, representing personal opinions or revealing confidential information or in any other way that could reasonably be considered inappropriate.
- Subscribe to any mailing lists; make use of chat lines, forums or messaging services.

4.4 Core Values

The following values contribute to the responsible use of ICT facilities:

Users must not:
- Damage or waste any ICT equipment or supplies.
- Consume food or drink of ANY description in the ICT rooms including chewing gum.
- Copy programs to or from the school network (or any computer attached to it).
- Intentionally interfere with the normal operation of the network, including the propagation of computer viruses and sustained high volume network traffic (sending or receiving of large files or large numbers of small files or any activity that causes network congestion) that substantially hinders others in their use of the network.

Student Responsible Use of ICT Policy
(This is a subset of the full Responsible Use of ICT Policy)

- Attempt to bypass network security in anyway including, but not limited to, the use of proxy sites.
- Carry out bulk emailing or forward "chain mail".
- Upload, download, or otherwise transmit (make, produce or distribute) commercial software or any copyrighted materials belonging to third parties.
- Use the ICT facilities for running a private business.
- Enter into any personal or financial transaction.
- Reveal or publicise confidential or proprietary information, which includes but is not limited to: financial information, personal information, databases and the information contained therein, computer/network access codes, and business relationships.

- Create, propagate or publish any inappropriate or offensive information or media about or featuring Pate's Grammar School, its students or its employees without the prior written consent of the Head Master and those referred to or featured, this includes but is not limited to:
    - Use personal ICT equipment to take pictures and videos in and out of the classroom without the direct supervision of a member of staff.
    - Distribute pictures, videos via Bluetooth, infrared, MMS or any other mobile technology.
    - Upload of videos onto video sharing sites including but not limited to You Tube
    - Upload of pictures onto picture sharing sites including but not limited to Flickr & Instagram
    - Post comments on social networking sites including but not limited to Facebook and Twitter

4.5 Personal Devices

- This policy applies to any device that you may bring on to school premises and you are expected to abide by this policy when accessing the internet or network through any device.
- Students may not use personal ICT devices in lessons unless it is being used as part of the lesson or with the express permission of the supervising teacher.
- The school holds no responsibility for the safe keeping or functionality of personal ICT devices.

4.6 Copyright & Licensing

Virtually all commercial software is subject to copyright as well as licensing laws. The use of the ICT Systems for making copies of software (other than for legitimate back-up purposes) is prohibited. No images, videos or audio that is in breach of copyright restrictions should be downloaded

5.0 Links to other Policies

The Governors of Pate's Grammar School reserve the right to amend this policy at any time. Such changes will become effective upon posting of the updated policy.

Student Responsible Use of ICT Policy
(This is a subset of the full Responsible Use of ICT Policy)

Appendix 1 to the Responsible Use of ICT Policy

General Advice

- Be careful with your personal details on the Internet especially on social networking sites such as Facebook and chat rooms.
- Backup your work, the school cannot be held responsible for any loss of data.
- Please report all damage and/or faults of school owned ICT to the ICT Services Team.
- Please report anything that you think maybe in breach of this policy to the ICT Services Team
- Printing is a costly process and has environmental impact – please think before you print.
- You MUST keep your password a secret, and immediately change it if you feel it has become known
- Save pictures as .jpg format, DO NOT save as .BMP (too large).
- Do not logon with another person's details
- If you have a social networking profile you should:
  - Ensure your profile is private
  - Consider what photos are accessible on your profile and how this may reflect on you in school.
  - Consider what you write on your profile and how this may reflect on you in school.

Appendix 2 to the Responsible Use of ICT Policy

Response to Misuse
Failure to comply with this policy may lead to the school taking any one or more of the following actions:

All Users
- Any illegal activity will be reported to the police.

Students
- Inappropriate use of the Internet may result in restriction of some or all internet or ICT access
- All other sanctions will be in line with the Behavior Policy
- Serious offences will be reported to the Senior Leadership team and may result in a fixed term or permanent exclusion.

Appendix 3 to the Responsible Use of ICT Policy

Social Media

Social media is an interactive online media that allows users to communicate instantly with each other or to share data in a public forum. It includes social and business networking websites such as, but not limited to, Facebook, Twitter and LinkedIn. Social media also covers video and image sharing websites such as, but not limited to, YouTube and Flickr, as well as personal blogs. This is a constantly changing area with new websites being launched on a regular basis and therefore this list is not exhaustive. This policy applies in relation to any social media that may be used.

Student Responsible Use of ICT Policy

(This is a subset of the full Responsible Use of ICT Policy)

Appendix 4 to the Responsible Use of ICT Policy

Parental Consent and Student User Agreement

Please note that Internet access will not be permitted unless both the Parental Consent and Student Agreements have been signed.

Parental Consent

As a parent or guardian of a student at School, I have carefully read the above information about the appropriate use of ICT facilities and Internet access at the school and I understand that this agreement will be kept on file.

My child may use the school network in accordance with the ICT Responsible Use policy ☐

I would prefer that my child is not given access to the school network ☐

Parent Name (print):   **Parent Signature:**

Date:

Student Agreement

I agree to comply with the Responsible Use of ICT Policy. I understand that any violation of the Responsible Use of ICT Policy will result in the withdrawal of the privilege of Internet access and that I may also be subject to disciplinary action in line with existing policy regarding school behaviour. Temporary or permanent exclusion may be imposed for serious violations and police may be involved or other legal action taken where appropriate.

Student Name (print):   **Student Signature:**

Student Tutor Group: