ICT Acceptable Use Policy for Students

Introduction

Technology and the internet are powerful tools, which are integral to life in and out of school. They can be used in very positive ways to enhance learning or for negative purposes such as cyber-bullying or promoting division and extreme viewpoints.

PRIDE values of “Pride, Respect, Individual, Determined, Excellent” apply just as much to online behaviours.

This Acceptable Use Policy is intended to ensure, that at all times:
• Young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
• 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 the students to agree to be responsible users.

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

For my own personal safety:
• I understand that the school will monitor my use of the systems, devices and digital communications.
• 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 be aware of “stranger danger”, when I am communicating on-line.
• I understand that there may be times when someone tries to gain my trust on-line in order to persuade me it is safe to give them access to personal information, images/video, social media accounts or data. I will report any attempts to a trusted adult.
• I understand not all information online is reliable, including fake people and fake news.
• 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 will not arrange to meet people off-line that I have communicated with on-line without parental knowledge and accompanied by an adult.
• I will immediately report 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.
• I will not try (unless I have permission) to make large downloads or uploads.
• I will not use the school systems or devices for chat rooms, social media, pornography, violent or extreme content, on-line gambling, internet shopping or file sharing. I will not use the school systems for on-line gaming 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.
• 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 not use any personal devices, including USB devices, in school without first asking permission and understand any mobile phone seen on school site is liable to be confiscated, until collected by a parent.
• 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 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 NOT use social media on school site, or at all using school equipment.
• Where work is protected by copyright, I will not try to download copies (including music and videos)
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.

User’s Acceptance
By clicking “Accept” I acknowledge that I have read and understood the acceptable use policy and agree to abide by the requirements laid down

Covid-19 Appendix

Remote Learning - Appropriate use of IT/mobile technology

- I understand that I cannot record sessions or capture screengrabs. If I fail to comply, I will be subject to disciplinary action. Contact will be made with parents and in the event of illegal activities involvement with the police.

- I understand that during ‘Live Lessons’, the interaction is between the teaching group, my teacher(s) and myself. There should be no interactions between any other members of my household and the ‘Live Lesson’.

- I understand if I use inappropriate language or misuse of any feature of the online learning platform I will be asked to leave the session and my parents will be contacted.