

ICT Acceptable Use Policy (students)

This is a guide for young people on being responsible and staying safe whilst using the Internet and other communication technologies. It states what use is acceptable and what is not. Irresponsible use may result in the loss of Internet or computer access, contact with parents or, in the event of illegal activities, contact with the police.

Acceptable Use Agreement

- I will only access the school network via my authorised username and password. I will not use the passwords of others.
- I will not use the school's IT systems for gaming, gambling, shopping, file-sharing or video broadcasting.
- I will not access illegal or inappropriate materials, or materials that may cause harm or distress to others.
- I will not attempt to bypass the school's filtering and security systems in any way.
- I will not install software on any school computer or alter any computer settings.
- I will only use my mobile phone (or similar devices) in school at times that are permitted.
- In emails and other online messages, I will show respect for others and not use strong, aggressive or inappropriate language.
- I will not open emails unless I know and trust the person/organisation who has sent them.
- For my own and others' safety, I will not disclose personal information about me or others when online. I will not arrange to meet 'online friends' unless I take an adult.
- I will not take, or distribute, images of anyone without their permission.
- I will only use social networking sites with the permission of staff.
- I will report any unpleasant or inappropriate material or messages when I see it online to a member of staff.
- I will not directly copy materials from online sources and present it as my own. Any usage of online research materials will be clearly acknowledged.
- I will not download and use copyrighted online materials, including music and video, without the express permission of its creator.
- I will take care to check that information I find on the Internet is accurate and understand that some information found on the Internet can be untruthful or misleading.
- I understand that the school may monitor my use of ICT systems, email and other digital communications if there are grounds to do so.
- I will immediately report any damage or faults involving ICT equipment to staff, however this may have happened.
- I am aware that, if I need help or advice regarding any aspect of ICT acceptable usage or e-safety concerns, I can talk to my tutor or head of house, a teacher, the sixth form team or a member of Student Support.

Signed

Date

ICT Acceptable Use Policy (staff, governors and volunteers)

The Internet and information technology are powerful tools that can inspire discussion, encourage creativity and promote effective learning. They also provide opportunities for staff to be more creative and productive in their work. All users have an entitlement to safe Internet access at all times.

This policy is intended to ensure that:

- Staff, governors and volunteers will be responsible and stay safe while using the Internet and other information technologies for school-related activities.
- All ICT systems users are protected from accidental or deliberate misuse that could put the systems or users at risk.

While ensuring that staff, governors and volunteers have access to ICT to improve learning opportunities for all, the school will, in return, expect staff, governors and volunteers to agree to be responsible users.

Acceptable Use Agreement

I understand that I must use the school's ICT systems in a responsible way to ensure that there is no risk to my safety, the safety of others or to our ICT systems. I recognise the value of the use of ICT for enhancing learning and will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with students.

- I understand that this agreement applies to the use of the school ICT systems (e.g. laptops, email, the learning platform, etc.) both in and outside school.
- I understand that the school ICT systems are intended for educational use, and I will only use systems for personal use within the guidelines set out by the school.
- I will not disclose my username and password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material/incident to the appropriate person.
- I will not access, copy, remove or otherwise alter any other user's files without their express permission.
- I will communicate with others in a professional manner, according to the school's email protocols. I will not use aggressive or inappropriate language, or an unprofessional tone.
- I will ensure that I will only take and/or publish images of others with their permission and in accordance with the school's policy on the use of digital/video images. I will not use my personal equipment to store these images, except in accordance with the school's policies.
- I will not use chat and social networking sites via the school system, except in accordance with the school's policies (see "Associated Policies" below).
- I will only communicate with students and parents/carers using official school systems, and not via social networking sites. Any such communication will be professional in tone and manner.
- I will not engage in any online activity that may compromise my professional responsibilities at any time.
- I will apply all of these rules to the use of my own devices in school (laptops, mobiles, USB devices, etc.), plus any additional guidance provided for those devices. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.

- I understand that data protection policy requires that any staff or learner data to which I have access will be kept private and confidential, except when it is deemed necessary to disclose such information to an appropriate authority (for example, when required by law or by policy).
- I will not open email attachments unless the source is known and trusted due to the risk of the attachment containing viruses or other harmful programmes.
- I will not access any illegal or inappropriate materials, as defined by the school's e-safety coordinator (e.g. child abuse images, racist material, pornography) or that which may cause harm or distress to others. I will not attempt to bypass the school's filtering and security systems in any way.
- I will not (unless I have permission) 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 install software on any school computer or alter any computer settings.
- I will not disable or cause any damage to school equipment, or equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the SAF Data Protection Policy. Where personal data is transferred outside the secure network, it will be encrypted.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- In emails and other online messages, I will show respect for others and not use strong, aggressive or inappropriate language.
- When using the Internet in my professional capacity, I will 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 download or distribute copies (including music and videos).

Declaration:

- I understand that this Acceptable Use Policy applies to my work-related activities both in and out of school, and the subsequent use of school and personal ICT equipment in and out of school.
- I understand that the school may monitor my use of ICT systems, email and other digital communications if there are grounds to do so.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to governors or, in the event of illegal activities, the involvement of the police.
- I understand that, if I have any concerns regarding an issue relating to e-safety, I should refer them immediately to the school safeguarding officer, if they relate to a student's welfare (as for any other safeguarding concern), the head of ICT or IT systems manager, if they are of a technical nature, or the e-safety coordinator for all other concerns.

Associated Policies

- Child Protection Policy
- Social Networking Policy
- Network, E-mail and Internet Policy
- Beds Borough Social Media Policy advice and guidance
- Data Protection Policy
- Privacy notice – Pupils
- Disciplinary Procedure (staff)
- Communication with Parents Policy

I have read and understood the above and agree to abide by all aspects of these guidelines.

Name

Signed

Date