STUDENTS ICT ACCEPTABLE USE POLICY

Aims

ICT is an integral part of the way our school works, and is a critical resource for students. It supports teaching and learning, pastoral and administrative functions of the school.

However, the ICT resources and facilities our school uses also pose risks to data protection, online safety and safeguarding.

This policy aims to:

- Set guidelines and rules on the use of school ICT resources for students

- Establish clear expectations for the way all members of the school community engage with each other online

- Support the school's policy on data protection, online safety and safeguarding

- Prevent disruption to the school through the misuse, or attempted misuse, of ICT systems

- Support the school in teaching students safe and effective internet and ICT use

Unacceptable use of ICT in school

The following is considered unacceptable use of the school's ICT facilities by students. Any breach of this policy may result in behaviour proceedings

Unacceptable use of the school's ICT facilities includes:

- Using the school's ICT facilities to breach intellectual property rights or copyright

- Using the school's ICT facilities to bully or harass someone else, or to promote unlawful discrimination

- Breaching the school's policies or procedures

- Any illegal conduct, or statements which are deemed to be advocating illegal activity

- Accessing, creating, storing, linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate

- Activity which defames or disparages the school, or risks bringing the school into disrepute

- Sharing confidential information about the school, its pupils, or other members of the school community

- Connecting any device to the school's ICT network without approval from authorised personnel

- Setting up any software, applications or web services on the school's network without approval by authorised personnel, or creating or using any program, tool or item of software designed to interfere with the functioning of the ICT facilities, accounts or data

- Gaining, or attempting to gain, access to restricted areas of the network, or to any password-protected information, without approval from authorised personnel

- Allowing, encouraging, or enabling others to gain (or attempt to gain) unauthorised access to the school's ICT facilities

- Causing intentional damage to ICT facilities

- Removing, deleting or disposing of ICT equipment, systems, programs or information without permission by authorised personnel

- Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user is not supposed to have access, or without authorisation

- Using inappropriate or offensive language

- Promoting a private business, unless that business is directly related to the school

- Using websites or mechanisms to bypass the school's filtering mechanisms

This is not an exhaustive list. The school reserves the right to amend this list at any time. The Headteacher will use professional judgement to determine whether any act or behaviour not on the list above is considered unacceptable use of the school's ICT facilities.

Data security in school

The school takes steps to protect the security of its computing resources, data and user accounts. However, the school cannot guarantee security. Students using ICT facilities should use safe computing practices at all times.

Passwords

Students should set strong passwords for their accounts and keep these passwords secure.

Students are responsible for the security of their passwords and accounts, and for setting permissions for accounts and files they control.

Students who disclose account or password information may face disciplinary action.

Software updates, firewalls, and anti-virus software

All of the school's ICT devices that support software updates, security updates, and anti-virus products will be configured to perform such updates regularly and automatically.

Students must not circumvent or make any attempt to circumvent the administrative, physical and technical safeguards we implement and maintain to protect personal data and the school's ICT facilities.

Students should not access, or attempt to access, systems, files or devices to which they have not been granted access. If access is provided in error, or if something a user should not have access to is shared with them, they should alert the data protection officer immediately.

Users should always log out of systems and lock their equipment when they are not in use to avoid any unauthorised access.

Unacceptable use of ICT and the internet outside of school

Unacceptable use of the ICT outside of school at any time includes

- Using ICT or the internet to breach intellectual property rights or copyright

- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination

- Any illegal conduct, or statements which are deemed to be advocating illegal activity

- Sending material that is pornographic, offensive, obscene or otherwise inappropriate to other members of the school community

- Activity which defames or disparages the school, or risks bringing the school into disrepute

- Sharing confidential information about the school, other pupils, or other members of the school community

- Gaining or attempting or allowing others to gain access to restricted areas of the network, or to any password protected information, without approval from authorised personnel

- Using inappropriate or offensive language towards or about other members of the school community

Instances of these kind of unacceptable use should be reported immediately to school staff who can take appropriate sanctions and educate students in acceptable ICT usage. The school will report illegal activity to the police and / or appropriate authorities including cyber bullying.

Parents have a responsibility to take an active role in ensuring their children are safely using the internet. Please follow link for further information on how this should be done. https://www.nspcc.org.uk/keeping-children-safe/online-safety/

The school will fully investigate instances of bullying in school. Cyber bullying taking place outside of school may be referred to the police. Victims of cyber bullying MUST block access to their accounts by cyber bullies to ensure their own safety. For instructions on how to do this follow the link https://www.saferinternet.org.uk/advice-centre/social-media-guides

Search and deletion

Under the Education Act 2011, and in line with the Department for Education's guidance on searching, screening and confiscation, the school has the right to search pupils' phones, computers or other devices for pornographic images or any other data or items banned under school rules or legislation.

The school can, and will, delete files and data found on searched devices if we believe the data or file has been, or could be, used to disrupt teaching or break the school's rules.

The school will pass data to the police of relevant authorities where there is evidence that the law has been broken or that a child's safety is at risk.

Acceptable use of the internet: agreement for parents and carers
Name of parent/carer:

Name of child:

Online channels are an important way for parents/carers to communicate with, or about, our school.

The school uses the following channels:

- Our official Facebook page
- Our official twitter feed
- The school website
- Email/text groups for parents (for school announcements and information)

When communicating with the school via official communication channels, or using private/independent channels to talk about the school

I will:

- Be respectful towards members of staff, and the school, at all times
- Be respectful of other parents/carers and children
- Direct any complaints or concerns through the school's official channels, so they can be dealt with in line with the school's complaints procedure
- Monitor my child's internet usage at home to ensure that they are not using the internet in an unacceptable way as described in the acceptable use policy.
  https://www.nspcc.org.uk/keeping-children-safe/online-safety/
- Ensure that if cyber bullying is taking place that my child blocks all bullies and reports the issue to the school as soon as possible
  https://www.saferinternet.org.uk/advice-centre/social-media-guides

I will not:

- Use private groups, the school's Facebook page, or personal social media to complain about or criticise members of staff or the school. This is not constructive and the school can't improve or address issues if they aren't raised in an appropriate way
- Use private groups, the school's Facebook page, or personal social media to complain about, or try to resolve, a behaviour issue involving other pupils. I will contact the school and speak to the appropriate member of staff if I'm aware of a specific behaviour issue or incident
- Upload or share photos or videos on social media of any child other than my own, unless I have the permission of other children's parents/carers

Signed:	**Date:**

Acceptable use of the school's ICT facilities and internet: agreement for pupils

Name of pupil:

When using the school's ICT facilities and accessing the internet in school, I will not:

- Use them for a non-educational purpose
- Use them without a teacher being present, or without a teacher's permission
- Use them to break school rules
- Access any inappropriate websites
- Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity)
- Use chat rooms
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Share my password with others or log in to the school's network using someone else's details
- Bully other people

I understand that the school will monitor the websites I visit and my use of the school's ICT facilities and systems and I will:

- Immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others.
- Always use the school's ICT systems and internet responsibly.
- Accept that school can discipline me if I do certain unacceptable things online, even if I'm not in school when I do them.

When using my own ICT facilities at home I will not

- Use ICT or the internet to breach intellectual property rights or copyright
- Use ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- Undertake any illegal conduct or make statements which are deemed to be advocating illegal activity
- Send material that is pornographic, offensive, obscene or otherwise inappropriate to other members of the school community
- Defame or disparage the school online, or make posts that risks bringing the school into disrepute
- Share confidential information about the school, other pupils, or other members of the school community
- Gain or attempt or allow others to gain access to restricted areas of the network, or to any password protected information, without approval from authorised personnel
- Use inappropriate or offensive language towards or about other members of the school community

When using my own ICT facilities at home

I will:

- Immediately block any user who is bullying me
  https://www.saferinternet.org.uk/advice-centre/social-media-guides
- Immediately report cyber abuse using the CEOP report button
- Report instances of Cyber bullying involving other students in the school to my progress leader as soon as possible

Signed (pupil):	Date: