



ICT: Acceptable Use Policy (Students)

School Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
- that school ICT 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 ICT to enhance their learning and will, in return, expect the students to agree to be responsible users.

Acceptable Use Policy Agreement

School ICT Systems

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.

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line.
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take a responsible adult with me.
- 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 ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to 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 use the school ICT 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 other user'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 recognize 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 only use my personal hand held /external devices (mobile phones/ tablets/ USB devices etc) in school if I have permission. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- 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 programs 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 attachments to emails, unless I know and trust the person /organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will only use chat and social networking sites with permission and at the times that are allowed.

When using the internet for research or recreation, I recognize that:

- 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, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
- Some school departments use Twitter to disseminate relative information. In order to follow these tweets, I will only use my real name as these accounts are protected and require the author's approval.

Security note:

- Internet filtering software for pupil protection and network security is in place.
- Systems are in place to monitor computer use within the curriculum network.

Mobile Phones

Students are permitted to bring mobile phones to school because they allow peace of mind in many situations. However, it is important that the normal school working day should not be interrupted by mobile phones. Students should only bring cameras into school for specific events (such as art exhibitions) and photographs may only be taken (by camera or by mobile phone camera) with the explicit permission of staff. The following rules apply:

- All mobile phones should be switched off and not used during lessons, assemblies and meetings (staff and students) without explicit staff permission. The sending or receipt of phone or text messages during these times is forbidden.
- No photographs should be taken of staff or students using mobile phones or cameras without the explicit permission of staff.
- Mobile phones are banned from examination rooms.

- Any pupil who uses a mobile phone, i-pod, MP3 player or camera (etc) during a lesson or school activity without staff permission will have the item confiscated and returned at the end of the school day by their Head of House.
- Persistent offenders will lose the privilege of having their mobile phones (etc) in school altogether.
- School will not be held responsible for loss or damage to mobile phones (or i-pods, MP3 players or cameras); parents should ensure that they are covered for loss or misuse.

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, suspensions, contact with parents and, in the event of illegal activities, involvement of the police.

Student Acceptable Use Agreement

The ICT network is owned by Stratford Girls' Grammar School and is made available to students to further their education and to staff to enhance their professional activities including teaching, research, administration and management. This user agreement has been drawn up to protect all parties – the students, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system and to monitor any network of internet activity.

I have read and understand the above and agree to follow these guidelines when:

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) eg mobile phones, tablets, PDAs, cameras etc.
- I use my own equipment out of school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, VLE, website etc.

On receipt of this Policy document, the agreement of parents and compliance of students is assumed. If you have any concerns about the policy, please contact the Head of Computing to discuss.