

Policy

ICT Acceptable Use for Pupils

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Our Purpose

The work of the school is the spiritual, moral, intellectual, aesthetic and physical development of each pupil. It seeks to put Christ at the centre of every activity, worship, learning and service to others.

This policy was adopted by the Governing Body

Signature:

A handwritten signature in black ink, appearing to read 'R Lavery', written over a horizontal line.

Mr R Lavery, Chair of Governing Body

Date:

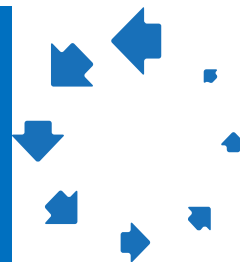
7/12/2011

St. Mary's Network

ICT Acceptable Use Policy

for pupils

Version 2.2



Introduction

The use of the latest technology is actively encouraged at St. Mary's. With this comes a responsibility to protect students and the school from abuse of the system.

All students, therefore, must adhere to the policy set out below. This policy covers all computers, laptops and electronic devices within the school, irrespective of who owns the device.

Students are expected to behave responsibly on the school computer network and with the ICT equipment, as they would in classrooms and in other areas of the school.

1) E-safety

- 1.01 I will only email people I know or my teacher has approved
- 1.02 The messages I send, or information I upload, will always be polite and sensible
- 1.03 When I use internet sites, I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends unless my teacher has given permission
- 1.04 I will never arrange to meet someone I have only ever previously met on the internet or by email or in a chat room unless my parent or guardian has given me permission and I take a responsible adult with me
- 1.05 If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a member of staff.
- 1.06 If I access inappropriate material by accident (eg on a website) I will tell a member of staff.
- 1.07 I will not send anyone my credit card or bank account details without checking that it is a secure website with https at the start of the web address and the padlock symbol in the status bar and without asking permission from my teacher.
- 1.08 I will always be myself and will not pretend to be anyone or anything that I am not on the internet

1.09 I understand that if someone makes me an offer via email or the internet that seems too good to be true, it probably is.

1.10 If I am in doubt I will ask a teacher or another member of staff.

2) Computer security

2.01 I will keep my password secure (secret) and will not give it to anybody else to use

2.02 I will log off whenever I finish using a school computer

2.03 If I think someone else has my logon details I will report it to a member of staff

2.04 I will use computers with care and leave equipment as I found it so that others are not stopped from using it

2.05 I will tell a teacher if I notice that computer equipment or software is damaged or not working correctly

2.06 I will not try to bypass security features or systems in place on the network or try to access anyone else's user account (hacking).

2.07 I will inform a member of staff if I suspect that someone else is accessing files that they should not have access to.

2.08 I will not eat or drink while using computers.

2.09 I will not tamper with computer systems or devices (eg printers and scanners) and their cabling

2.10 I will never knowingly bring a computer virus, spyware or malware into school

2.11 If I think a school computer or a removable storage device that I am using contains a virus, spyware or other malware I will tell a member of staff

2.12 I will not open an attachment, or download a file unless I have permission or I know and trust the person who has sent it

2.13 I will not attempt to go beyond my authorised access. This includes attempting to log on as another person, sending email whilst pretending to be another person or accessing another

person's files

- 2.14 I will not attempt to log on as staff or an ICT administrator and understand that any attempt to do so will be dealt with severely. I am only permitted to log on as myself.
- 2.15 I will not attempt to connect to another student's laptop or device while at school. I am not permitted to establish my own computer network
- 2.16 I will not reply to spam emails as this will result in more spam. Delete all spam emails
- 2.17 I will not install any software on the school system
- 2.18 I will not attempt to download programs from the internet onto school computers
- 2.19 I will not knowingly install spyware or any sort of hacking software or device
- 2.20 I will try to prevent people from watching me enter passwords or viewing sensitive information
- 2.21 I will follow school's password policy
- 2.22 I will not let unauthorised people use my school networked laptop
- 2.23 I will not leave a school network laptop in a car. If this is unavoidable I will temporarily lock it away out of site in the boot.

3) **Inappropriate Behaviour**

- 3.01 I will not use email or any communication technology to bully others and I will report instances of online bullying to a member of staff
- 3.02 I will not store, download or distribute music, video or image files on my personal user space unless they are copyright free media files that I need for school
- 3.03 I will not use indecent, obscene, offensive or threatening language
- 3.04 I will not engage in personal, prejudicial or discriminatory attacks
- 3.05 I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person
- 3.06 I will not knowingly or recklessly send or post defamatory or malicious information about a person or about school
- 3.07 I will not post or send private information about another person
- 3.08 I understand that bullying of another person either by email, online or via texts will be treated with the highest severity

- 3.09 I will not use the internet for gambling
- 3.10 I will not access material that is offensive or obscene, or that encourages illegal acts, violence or discrimination towards other people
- 3.11 If I mistakenly access such material I will inform my teacher or another member of staff immediately or I may be held responsible
- 3.12 If I am planning any activity which might risk breaking the Acceptable Use Policy (eg research into terrorism for a legitimate project), I will inform a member of staff beforehand to gain permission
- 3.13 I will not attempt to use proxy sites on the internet
- 3.14 I will not take a photo or video of another student or member of staff without their permission
- 3.15 I will not load photos or video of other people to websites or social networking sites
- 3.16 I will not access a member of staff's social networking site or their friends and families without their permission
- 3.17 I will not bring computer game files into school or store them on my personal user space and I will not play computer games in lessons without permission from my teacher
- 3.18 I will never access social networking sites on school computers

4) Monitoring

- 4.01 I understand that all files and emails on the system are the property of the school. As such, system administrators and staff have the right to access them if required
- 4.02 I will not assume that any email sent on the internet is secure
- 4.03 I understand that all network access, web browsing and emails on the school system and laptops are logged and may be routinely monitored on any computer screen without the student's knowledge
- 4.04 I understand that if I am suspected of breaking this policy, my own personal laptop, storage device, PDA or mobile phone can be searched by staff with the permission of my parents
- 4.05 I understand that the school reserves the right to randomly search the internet for inappropriate material posted by students and to act upon it.

5) Best practice

- 5.01 I will only print out work that I need as a paper copy (I will try not to waste paper)
- 5.02 I will save work regularly using sensible file names
- 5.03 I will organise my files in a sensible manner and tidy my user space regularly
- 5.04 I will only use the approved, secure LLN email system for any school communication
- 5.05 I will always back up any work that is not saved onto the school network
- 5.06 I will observe health and safety guidelines when using computer equipment
- 5.07 I will be considerate and polite to other users
- 5.08 I will leave my computer and the surrounding area clean and tidy
- 5.09 When I leave school for good I will ensure that I save any files I wish to take with me as my account will be deleted
- 5.10 I will not use a mobile phone during lessons
- 5.11 I understand that the use of music/video players, eg iPods, is banned during lessons
- 5.12 I will not connect music/video players to the school network, school computers or speakers without permission from my teacher.
- 5.13 I will not send anyone my credit card or bank account details without permission and checking that it is a secure site with a https address
- 5.14 I will only empty my recycle bin when I am certain I no longer need the files.

6) Other Devices

- 6.01 This acceptable use policy applies to school devices (such as iPads and iPod touches) as well as computers
- 6.02 I will only bring my home laptop or tablet (such as an iPad) into school having obtained the school's full permission beforehand

7) Sanctions

- 7.01 If my actions cause damage to computer equipment, I will be charged for the cost of repairing items broken or damaged through carelessness or vandalism
- 7.02 I may also be charged for the cost of correcting problems caused by hacking or tampering.
- 7.03 I understand that sanctions will vary depending on the severity of the offence, from a warning or withdrawal of internet use to suspension or expulsion. Any breach of the law may lead to the involvement of the police.