

PUPIL ACCEPTABLE USE OF ICT CODE 2010-11

We provide pupils with access to our computer systems, network and connectivity. Pupils are responsible, as in every aspect of school life, for good, kind behaviour on or via the school computer network and when using their own devices. We live by admiration, hope and love.

All reasonable attempts will be made to protect a pupil's right to privacy and – subject to their adherence to the school's acceptable use policy – pupils may enjoy the use of school networks and connectivity to support and enhance their academic and wider life. This privilege may be withdrawn without notice at any time. This statement is designed to protect our community and to protect pupils from carrying out activities that may be inappropriate. The school has a duty of care to its pupils: the international IT community comprises many aspects providing immense educational and social opportunities as well as the unsavoury side to the IT technologies which it would be irresponsible to ignore. IT technology is all IT equipment on site or which refers to other members of the PF school community, whether school owned or owned privately by a pupil including computers, networking connections between devices, Internet connections, mobile phones, iPods, iPads, memory sticks, DVDs, iPhones, Blackberrys and other 3G mobile phones, PDAs, social networking sites. Our code reflects our school and its aims. It is designed to educate, to promote informed citizens for the 21st century, to develop safe IT users through education: in particular, older pupils are not simply banned from social networking sites, including facebook, Bebo, MySpace etc but this approach relies absolutely upon pupils' co-operation – this is subject to review at any time if the privilege is abused.

As is standard practice in business, this is your code of acceptable ICT use for the PF network and computer systems. We want you to use the school systems as part of your life at PF but to do so in a responsible and courteous way. This policy applies to all IT at PF including network links from your laptop or other IT device, all personal IT devices brought into school and the use of school workstations.

Please read the contract carefully and then sign both copies: one copy is for you to keep and the other copy should be returned to your form tutor so that it can be put on your file in school.

DOs

- Use the system responsibly, sensibly and courteously at all times.
- Vacate your workstation if someone is waiting to do school work and you are using the machine for leisure.
- Filtering software is used to protect us from nasty sites including violence and obscenities. Inform a member of staff of the URL or web address if something inappropriate gets through.
- If anything you come across on the Internet offends you please tell a member of staff.
- If anything someone else is doing or looking at using a computer offends you, tell a member of staff.
- Change your password regularly – the system will prompt you every 2-3 months.
- For security, your password should be 7 characters long, and contain a mix of uppercase letters, lowercase letters, a digit and another character.
- Check your school email account regularly – ideally, this should be daily.
- Let IT staff know if you are receiving lots of unwanted emails or if an email you are expecting does not arrive. We do use spam filtering software.
- Regularly delete old emails from all folders including Inbox, Sent Items, Deleted Items.
- Inform us of any viruses; scan portable storage devices including flash memory USB using the anti-virus software on the network or ask for help from a member of IT staff.
- Always log off when leaving the machine - your account is your responsibility.
- Limit your Internet time daily – you may be making good use of the Internet but should not spend hours at one sitting in front of a computer screen. Monitor yourself.
- Sixth form may use social networking sites, private chat rooms, monitored chat rooms and discussion forums for leisure or work purposes at specific times, but must do so responsibly.
- It is easy to start spending too much time online emailing or gaming. Be careful to think about your own behaviour and about time management; talk to a member of staff – you could use the Listening Tree if you are worried about yourself or about someone else.
- Only use the wireless facilities at a time and/or place which won't either disturb others or disrupt your own ability to work properly especially during the school day.
- Be careful and eco-minded when printing – do you really need a hard copy?

DON'Ts

- Don't store unnecessary files such as personal photos, animations, music files, or 3 year old coursework on the network. These should be held on personal storage, such as a memory stick.
- Don't give your password to anyone, including friends, family or teachers.
- Don't allow anyone else to use your account. Your account belongs to PF and is for your use only.
- Don't disclose any personal information using IT such as your age, nationality, mobile phone number, the school's name, your credit card details, if you have one. Remember: IT includes email, social networking, and texting mobile phone numbers.

- Do not eat or drink near a computer for obvious health and safety reasons.
- Don't hack, crack or attempt either; it is illegal in the UK. Hacking includes unauthorised access to files as well as changing/deleting files. You may not trespass in folders, files or work that does not belong to you. You are not allowed to log on as anyone else - even with their permission.
- Don't compromise security or integrity of any ICT system whether from inside or outside the school, regardless of who owns the system.
- Don't use IT for political purposes, or for personal or financial gain.
- Don't send or forward spam, suspected spoofs, chain mails, viruses, phishes. Some of these are illegal.
- Don't download or install any software or hardware without permission from IT.
- Don't attempt to access inappropriate material.
- Don't use offensive, threatening, defamatory, sexually explicit, racist, homophobic or obscene language; don't be mean to anyone via IT - you are an ambassador of the school at all times in school and whenever you can be linked back to the school.
- Don't be derogatory (= say bad things) about school or anyone at school using IT. This includes social networking sites, spaces, walls, blogs, wikis, tweets.
- Don't use, post or upload photos of any individual or group without prior permission, do not use names, reveal personal details or make remarks about anyone other than yourself. Ownership of social networking sites may rest with an external company and not with the author, eg someone else can use again anything you have written. We randomly check such sites. Do not post any files, including images, video clips, sound files. Do not link to any such files, or post comments about any member of the PF community that may be construed as defamatory, malicious, bullying or that may bring the school's good name into disrepute.

FACTS

- IT staff, the Head, Deputies or your Head of Year may access your school account, files, and school emails and log website use, if there is cause for concern in accordance with school rules, duty of care and the RIP Act 2000.
- IT support staff can and may delete inappropriate files from your account, such as games, personal photographic or sound files if a problem arises.
- IT staff, the Head, Deputy Heads, or your Head of Year may seize and/or examine accounts and/or devices as deemed necessary and in line with school policies regarding bringing anything unsuitable into school whether kept in a locker, school bag or on an IT device.
- Your school account belongs to Priors Field School.
- Any information or file held or created on the PF system is copyright Priors Field School.
- Your network use is monitored.
- Information, documents, parts of documents, images on the web belong to someone else. You may be breaking copyright laws if you use or include them in your work as per Copyright, Designs and Patents Act.
- Plagiarism is a serious offence. You should acknowledge by reference anything that you use in your work that you have taken from another source.
- The Computer Misuse Act 1990 does apply; it covers hacking, cracking, viruses.
- Cyber-bullying is still bullying.
- Any illegal acts, or suspected illegal activity can and may be referred to the police for criminal investigation. The school may also have a duty to involve Social Services.

SANCTIONS

- All school's rules and policies including Behaviour, Disciplinary, Exclusion and Prevention of Bullying still apply.
- The Deputy Heads may impose an Internet and/or email ban on your account for a set time period if you behave irresponsibly or act against any of the above rules.
- A letter may be sent to your parents if the breach of conduct is serious or repeated; detention or exclusion may also be used.
- The school may take more stringent measures if deemed necessary. In exceptional circumstances social services and/or the police may be involved. Criminal investigations and prosecutions may be undertaken.

PERSONAL MOBILE IT & LAPTOPS

- You may connect mobile devices through our systems, please see the IT team with your device.
- We advise you to install and keep updated anti-virus software on your machine(s).
- Keep regular back-ups of all work on your mobile device, this is especially important for assessed school work.

I understand this contract and will abide by it.

SIGNATURE _____ **FORM GROUP** _____

NAME _____ **DATE** _____
(Print in Block Capitals)