

# ACCEPTABLE ICT USE POLICY FOR STUDENTS

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# ICT Acceptable Use Policy for Students

The following document is a guide as to what behaviour is deemed acceptable when using the school's ICT resources, and is provided to help students use these resources in a safe and secure way. Please ensure you have read through the following document and when you are happy that your child understands the agreement please sign the form below and hand in to your child's form tutor.

Below is a summary of the main issues to discuss with your child:

- Whilst access to the internet is provided to support lessons this must be used responsibly. All internet activity is closely monitored and should not be used for any of the following:
  - Online Chat/Messaging
  - Giving out personal information
  - Downloading and installing software or viruses

Any of the above activity, in addition to anything else which is deemed an unacceptable use of the school computers, will be reported to the relevant member of staff and dealt with appropriately.

- Email access is provided for use both within and outside the school but must be used appropriately and for school work only. Always ensure you are polite, use appropriate language and never reveal any personal information about yourself. Student email within the school is not considered to be private and is actively monitored. Inappropriate use of the system will be passed on to the relevant staff member.
- Never upload photos or videos taken within school grounds, or containing any members of staff, to online social networking and file sharing websites (such as Facebook, YouTube etc.)
- Never share your password with anyone, or ask anyone else for their password. If you forget your password or think someone may know it speak to a member of the Computing department or IT Support immediately.
- Never attempt to access files, programs or websites for which you have not been granted access.

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## Acceptable Use Policy

### Why have an acceptable use policy?

An Acceptable Use Policy is about ensuring that you, as a student at Glossopdale School can use the internet, email and other technologies available at the school in a safe and secure way. The policy also extends to out of school facilities e.g. equipment; printers and consumables; Internet and email; managed learning environments and websites.

An Acceptable Use Policy also seeks to ensure that you are not knowingly subject to identity theft and therefore fraud. Also that you avoid cyber-bullying and just as importantly, you do not become a victim of abuse. We have also banned certain proxy sites as well as anonymous proxy sites, because they put the school network at risk.

Glossopdale School recognises the importance of ICT in education and the needs of students to access the computing facilities available within the School. The school aims to make the ICT facilities it has available for students to use for their studies both in and out of lesson times. To allow for this Glossopdale School requires all students to sign a copy of the Acceptable Usage Policy.

Listed below are the terms of this agreement. All students at Glossopdale School are expected to use the ICT facilities in accordance with these terms. Violation of terms outlined in this document may lead to loss of access and/or sanctions, which will be taken in accordance with the Climate for Learning Policy of the School.

Access to the School's ICT facilities will only take place once this document has been signed by both the student and parent/carer.

## Section 1: Equipment

### 1.1 Vandalism

Vandalism is defined as any action that harms or damages any equipment or data that is part of the School's ICT facilities and is deemed completely unacceptable. Such vandalism is covered by the Computer Misuse Act 1990 (see Glossary). This includes, but is not limited to:

- Deliberate damage to computer hardware such as monitors, base units, printers, keyboards, mice or other hardware.
- Change or removal of software
- Unauthorised configuration changes
- Creating or uploading computer viruses
- Deliberate deletion of files.

Such actions reduce the availability and reliability of computer equipment; and puts at risk other users' data. In addition, these actions lead to an increase in repairs of the ICT facilities, which impacts upon every students' ability to use the ICT facilities. The other result of vandalism is that it incurs costs, which reduce the funds available to improve the ICT facilities the school has.

If a student is found to have damaged ICT equipment, then Glossopdale School will raise an invoice for the damages to be sent to the parent/carer for up to 100% of the repair cost or for up to 100% of the replacement cost if the item is found to be beyond repair.

### 1.2 Storage of Files and the Use of Removable Storage Media

Your files should be stored and accessed on either your school network drive or using your school Google Drive, rather than using removable storage. Glossopdale School accepts the fact that you may wish to transfer school work done at home to school using a flash memory device. However, Glossopdale School cannot guarantee that your work will be able to be transferred properly using these. We therefore encourage you to make use of your school Google Drive, to allow you to access your work outside of school.

### 1.3 Printers and Consumables

Whilst printer facilities are not currently provided across Glossopdale School for use by students, we would like students to be aware of the following, should we provide this service in the future:

- Please use the printers sparingly and for educational purposes only. Take the time to check the layout and proof read your work using the 'Print Preview' facility before printing.
- All printer use is recorded and monitored and therefore if you deliberately use the printer for non-educational or offensive material you will be subject to the behaviour management measures of the school which includes but is not limited to the following:

- Consequences
- A warning
- Email and/or Internet facilities removed
- Letter home to parents
- Loss of access to the print facilities available within the School
- Report to the School Governors

### 1.4 Data Security and Retention

All student data stored on the Glossopdale School network is backed up daily during term time and backups are stored for at least two weeks. Glossopdale School does make use of the Google Education suite, which does also create backup copies of changes to documents created within the suite. If you should accidentally delete a file or files in your folder or shared area, please inform a member of the IT department immediately so that it's recovery can be attempted. However, it is important to note that recovery cannot always be guaranteed e.g. if a file has been deleted before the backup process has ran that day. Furthermore, it is typically not possible to recover files that were deleted more than 2 weeks previously and we strongly encourage you to save your work regularly and consider each file deletion as permanent.

## Section 2: Internet and Email

### 2.1 Content Filtering

Glossopdale School provides internet filtering, designed to remove controversial, offensive or illegal content. However, it is impossible to guarantee that all controversial material is filtered. If you come across any inappropriate website or content whilst using the ICT equipment, you must report it to a member of staff immediately.

The use of Internet and email is a privilege and inappropriate use will result in that privilege being withdrawn.

### 2.2 Acceptable use of the Internet

All Internet access is logged and actively monitored and activity details are stored. Usage reports can and will be provided to any member of staff upon request.

Use of the Internet should be in accordance with the following guidelines:

- Only access suitable material – the Internet is not be used to download, send, print, display or transmit material that would cause offence or break the law.
- Do not access Internet Chat sites outside of the school domain. Remember you could be placing yourself at risk.
- Never give or enter your personal information on a website, especially your home address, your mobile number or passwords.

- Online games websites should, under no circumstance, be accessed during lesson times and may only be used during supervised lunch-time clubs with expressed permission from a staff member.
- Do not download or install software from the Internet
- Do not use the Internet to order goods or services from online, e-commerce or auction sites.
- Do not subscribe to any newsletter, catalogue or other form of correspondence via the Internet.
- Do not print pages directly from a website. Web pages are often not properly formatted for printing and this may cause a lot of waste. If you wish to use content from websites, consider using the copy and paste facility to move it into another application, copyright permitting.

### 2.3 Email

You will be provided with an email address by the School, and the expectation is that you will use this facility for legitimate educational and research activity.

During lessons e-mail should only be used when instructed by your teacher, and for educational purposes only. E-mail can also be accessed during your own social time but please carefully follow the guidelines laid out below.

You are expected to use email in a responsible manner. The sending or receiving of messages which contain any material that is of a sexist, racist, unethical, illegal or likely to cause offence should not take place.

Remember when sending an email to:

- Be Polite - never send or encourage others to send abusive messages.
- Use appropriate language - remember that you are a representative of the School on a global public system. What you say and do can be viewed by others. Never swear, use vulgarities or any other inappropriate language.
- Do not reveal any personal information about yourself or anyone else, especially home addresses, personal telephone numbers, usernames or passwords. Remember that electronic mail is not guaranteed to be private.
- Consider the file size of an attachment, files exceeding 10 Megabytes in size are generally considered to be excessively large and you should consider using other methods to transfer such files.
- Do not download or open file attachments unless you are certain of both their content and origin. File attachments may contain viruses that may cause loss of data or damage to the School network.

### 2.4 Cyber-Bullying

In the event of a cyber-bullying incident the same procedures will be followed as for all other incidents of poor behaviour (see Climate for Learning Policy). In all cases details of the incident and action taken will be recorded.

The prime concern will be the protection of the victim. Action will continue until the issue is satisfactorily resolved and the bullying ceases. Parents /carers will be kept informed of action taken. The action will be reviewed and modified in light of circumstances and whether the bullying continues. Strategies to support the victims will involve staff and students. A variety of approaches will be used to achieve this.

If it is a serious incident exclusion will be considered. Bullying incidents will be logged and monitored regularly.

## Section 3: External Services

### 3.1 Web-Email

Web email provides remote access to your email account from home or anywhere with an Internet connection. Use of this service is subject to the following guidelines. Use of the facility is closely and actively monitored and any abuse or misuse will result in the facility being withdrawn and/or further sanctions being taken.

- Web-email is provided for use of Glossopdale School staff and students only. Access by any other person is not allowed.
- Never reveal your password to anyone.
- Remember to treat file attachments with caution. File attachments may contain viruses that may cause loss of data or damage to the computer from which you are working. Do not download or open file attachments unless you are certain of both their content and origin. Glossopdale School accepts no responsibility for damage caused to any external equipment or software, as a result, of using the web-email service.

### 3.2 Managed Learning Environment Software

The Google Classroom suite provides a web-based portal allowing users access to personalised learning resources and lesson materials. Use of this service should only be in accordance with instructions from your subject tutor and in accordance with the following guidelines:

- The Glossopdale School Google Classroom is provided for use of Glossopdale School staff and students only. Access by any other party is strictly prohibited.
- Never reveal your password to anyone or attempt to access the service using another student's login details.
- The Google Classroom platform is provided by Google and Glossopdale School can make no guarantees as to service availability or quality.

### 3.3 Social Networking and File Sharing Sites (Facebook, YouTube etc.)

Whilst accessing social networking sites (Facebook etc.) is restricted within the school environment we appreciate the large number of students who will be using these in their free-time outside of school. Please bear in mind that including any details about the school you attend on your profile not only introduces a very serious safety risk it also makes you a representative of the school. As such we strongly recommend you do not post any such details to any social networking sites.

Any behaviour which could bring the school into disrepute may result in computer access being restricted and further sanctions being taken.

The uploading of any photos or videos taken within school's grounds or containing any member of staff is not allowed under any circumstance by students.

## Section 4: Privacy

### 4.1 Passwords

- Never share your password with anyone else or ask others for their password.
- When choosing a password, choose a word or phrase that you can easily remember, but not something which can be used to identify you, such as your name or address. Generally, longer passwords are better than short passwords.
- If you forget your password, inform a member of the IT department immediately.
- If you believe that someone else may have discovered your password, then change it immediately and inform a member of staff.

### 4.2 Security

- Never attempt to access files or programs to which you have not been granted access to. Attempting to bypass security barriers may breach data protection regulations and such attempts will be considered as hack attacks and will be subject to disciplinary action.
- You should report any security concerns immediately to a member of staff
- If you are identified as a security risk to the School's ICT facilities, you will be denied access to the systems and be subject to sanctions.

## Section 5: Service

Whilst every effort is made to ensure that the systems, both hardware and software are working correctly, the school will not be responsible for any damages or loss incurred as a result of system faults, malfunctions or routine maintenance.

These damages include loss of data as a result of delay, non-deliveries, mis-deliveries or service interruptions caused by the system or elements of the system, or your errors or omissions. Use of any information obtained via the School's ICT system is at your own risk. Glossopdale School specifically denies any responsibility for the accuracy of information obtained whilst using the ICT systems.

## ICT Acceptable Use Agreement

I acknowledge that I have read and understood the school's ICT Acceptable use Policy for students and that my parents/guardian must countersign the Form. I am aware that whilst using the School's computers, laptops, printers and tablets, activity may be monitored by the school.

I understand that the relevant staff will be informed by the IT Support team of any concerns about my internet use, and that the school will take appropriate action.

I understand that I am responsible for the confidentiality of my password(s) and that I will log off at terminals after each working session.

I further understand that any activity, whether at school or outside school that involves use of the school email system, will also be monitored by Glossopdale School.

Apps such as Calendar, Contacts, Photos, and YouTube etc. that are linked to my school email account will also be accessible to the monitoring systems employed. (Any emails that involve school business/communication should always be sent through the school email system and not through your personal email).

Student:

Signed \_\_\_\_\_ Print name: \_\_\_\_\_

Date \_\_\_\_\_

Parent declaration: I have read the IT Acceptable Use Policy that accompanies this form and understand that the school monitors internet and email activity.

Parent:

Signed \_\_\_\_\_ Print Name: \_\_\_\_\_

Date \_\_\_\_\_

This form should be handed in to Glossopdale School Student Services.

If you have any further questions regarding this Acceptable Use Policy please email [info@glossopdale.school](mailto:info@glossopdale.school)