Acceptable Use of ICT Policy

Learner School Policy

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Introduction

The use of the latest technology is actively encouraged at Oastlers School. With this comes a responsibility to protect all users and the school from abuse of the system.
All staff and learner, therefore, must adhere to the policy set out below. This policy covers all computers, laptops and electronic devices (such as iPod touches, music equipment, games equipment, cameras and iPads) within the school, irrespective of who owns the device.

It is unlikely that any set of rules can cover all circumstances that may arise. The following set of rules is not intended to be a complete list of all possible "offences". The emphasis is on outlining standards of performance and behaviour which are expected of Oastlers Staff, Learner and any users of Oastlers ICT Services.

1. Access

As a learner at Oastlers School, I have access to the following ICT facilities:
1.01 Computers, laptops and specialist equipment throughout the school
1.02 Smartboards and visualisers in teaching rooms
1.03 A secure username and password for logging into:
1.03.1 School computer systems
1.04 An accredited, filtered Internet connection from any Computers, Laptop or Mobile Device in school
1.05 An allowance of personal user space on the school network..
1.06 A personal @oastlers.co.uk email account with 10GB of email storage space
1.07 If I bring in my own ICT equipment I may be able to see the ICT Network Manager to connect it to the school wireless guest network.
1.08 Curriculum specific softwares'

2. E-Safety

2.01 I will ensure that I am aware of e-safety and how it applies to me and everyone else.
2.02 I will report any accidental access to inappropriate material to a member of the staff team immediately
2.03 I will report any inappropriate websites to the ICT Network Manager or member of the staff team.
2.04 I will be vigilant when searching for images and use royalty free image sites
2.05 I will always be myself and will not pretend to be anyone or anything that I am not on the Internet.

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3. Computer Security

3.01 I will use computers with care and leave ICT equipment as I found it. I will not tamper with computer systems or devices (*e.g.* printers and projectors) and their cabling, internal parts or casings

3.02 If I notice that ICT equipment or software is damaged or not working correctly, I will report it via a member of the Staff team straight away

3.03 I will never try to bypass security features or systems in place on the network, or try to access resources or a user account that I do not have permission for (hacking).

3.04 I will never attempt to install software on Computers, Notebooks, Mobile Devices or ICT Equipment myself

3.05 I will always keep any of my user account credentials secure and not tell them to anyone else or share them with anyone else.

3.06 I will not under any circumstances allow anyone else access to a computer under my logon credentials

3.07 I will not attempt to go beyond my authorised access. This includes attempting to log on as another person, sending emails whilst pretending to be another person or accessing another person's files. If I find that I do have access to an area that I know I should not have access to, I will inform a member of the staff team immediately.

3.08 If I think someone else has obtained my logon details, I will report it to the ICT Network Manager as soon as possible to get my logon credentials changed

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

3.10 If I suspect a school computer or a removable storage device that I am using contains a virus, spyware or other malware, I will report this to the ICT Network Manager.

3.11 I will not attempt to connect to another user's laptop or device while at school. I am not permitted to establish my own computer network

3.12 I will take care if I eat or drink whilst using ICT equipment

3.13 If I need to print, I will notify a member of the staff team

4. Inappropriate Behaviour

4.01 I will not store, download or distribute music, video or image files on my personal user space unless they are copyright free media files related to school work

4.02 I will not send or post defamatory or malicious information about a person or about school

4.03 I will not post or send private information about another person

4.04 I understand that bullying of another person either by email, online or via text message will be treated with the highest severity

4.05 I will not use the internet for gambling

4.06 I will not access material that is profane or obscene, or that encourages illegal acts, violence or discrimination towards other people

4.07 If I mistakenly access material that is profane or obscene, I will inform a member of the staff team immediately or I may be held responsible

4.08 I will not attempt to bypass Oastlers School Proxy.

4.09 I will not take a photo or video of a learner or member of staff without their permission

5. Monitoring

5.01 I understand that all Internet and email usage will be logged and this information could be made available to a member of the Senior Leadership Team on request

5.02 I understand that all files and emails on the system are the property of the school. As such, system administrators have the right to access them if required

5.03 I will not assume that any email sent on the internet is secure. I will use the school email signature with a disclaimer

5.04 I understand that all network access, web browsing and emails on the school systems and laptops are logged and may be routinely monitored on any computer screen without a person's knowledge.

6. Social Networking

6.01 I will ensure that any personal social networking accounts that I have are not used or accessed in School hours.

6.02 I will never create a bogus social networking account or site that is associated with a member of staff, learners or the school.

6.03 If I become aware of misuse of Social Networking accounts or sites that are associated with a learner or the school, I will inform a member of the staff team or ICT Network Manager immediately.

6.04 I will **not** use social networking sites to communicate with any member staff.

7. Legal

7.01 Much of the data, information and IT systems within Oastlers School are covered by the statuary legislation including

- The Freedom of Information Act 2000

- The Data Protection Act 1998

- The Copyright Designs and Patents Act 1988

- The Computer Misuse Act 1990

- Environment Information Regulations Act 2004

- Privacy and Electronic Communications Regulations 2011

8. Sanctions

08.01 I understand that failure to comply with this Policy May lead to disciplinary action.

9. Learners Acceptable Use Agreement

9.01 I understand that the Acceptable Use Agreement is only a summary of the ICT Acceptable Use Policy (Learner) and that by signing the Acceptable Use Agreement I will adhere to the Acceptable Use Policy (Learner).

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Acceptable Use Agreement: Learners

- I will only use ICT systems in school, including the internet, e-mail, digital video, and mobile technologies for school purposes.

- I will not download or install software on school technologies.

- I will only log on to the school network, other systems and resources with my own user name and password.

- I will follow the schools ICT security system and not reveal my passwords to anyone and change them regularly.

- I will only use my school e-mail address.

- I will make sure that all ICT communications within school with peers, staff or others is responsible and sensible.

- I will be responsible for my behavior when using the Internet. This includes resources I access and the language I use.

- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher or the ICT Network Manager.

- I will not give out any personal information such as name, phone number or address across the internet.

- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, peers or others distress or bring into disrepute.

- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community

- I will respect the privacy and ownership of others' work on-line at all times.

- I will not attempt to bypass the internet filtering system.

- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.

- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/carer may be contacted.

I agree to follow the rules outlined in this agreement and ICT Acceptable Use Policy (Learner)

Signature ……………………….………………………… Date ……………………

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Dear Parent/ Carer

ICT including the internet, e-mail, mobile technologies and online resources have become an important part of learning in our school.   We expect all learners to be safe and responsible when using any ICT. It is essential that learners are aware of eSafety and know how to stay safe when using any ICT.

Learners are expected to read and discuss this agreement with their parent or carer and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with their class teacher or the Oastlers School ICT Network Manager.

Please return the bottom section of this form to school for filing.

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Learner and Parent/ carer signature
We have discussed this document and ……………………………………......... agrees to follow the eSafety rules and to support the safe and responsible use of ICT at Oastlers School.

Parent/ Carer Signature …………………………………………………….

Learner Signature…………………………………………………………….

Form …………………………………. Date ………………………………