

# Roundwood Park School



## IT Acceptable Use Policy for Students

**Reviewed: June 2022**

**Next review: June 2024**

**Resources Committee**

- I will only use IT systems in school, including the internet, email, digital video, mobile technologies, etc, for school purposes.
- I will respect all the school's computer resources and understand I am liable for the cost of any wilful damage I cause.
- I will not download or install software on school ICT resources.
- I will only log on to the school network, other school systems and resources with my own username and password.
- I will follow all security recommendations as advised by IT Staff and not reveal my passwords to anyone and change them regularly.
- I will only use my school email address for school related activities and will ensure all my electronic communications are responsible and sensible.
- I will make sure that all IT communications with fellow students, teachers or others are responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I understand that everything I search for, access, post or receive online can be traced now and in the future. My activity can be monitored and logged and if necessary shared with teachers, parents/carers and the police. I know it is essential that I build a good online reputation.
- I will not deliberately browse, download, upload or forward material that could be considered inappropriate, offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher. I will immediately inform my teacher if I receive any such material from another student.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- I will not register for any online services using my school email address without my teachers' approval.
- Images of students and/ or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission of all parties involved.

- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring them into disrepute.
- I will support the school approach to online safety and not upload or add any images, video, audio or text that could upset or offend any member of the school community.
- I will respect the privacy and ownership of others' work on-line and will adhere to copyright at all times.
- I will not attempt to bypass the internet filtering system in school.
- I will not enter an ICT room without a member of staff present.
- I understand that my area on the network is for storing files related to schoolwork and that this area is subject to checks by IT Support staff.
- I understand that my use of the Internet and other related technologies can be monitored, logged and can be made available to my teachers.
- I understand that these rules are to keep me safe and that if they are not followed, consequences in line with the student code of conduct will be applied and my parent/ carer may be contacted.

### **Bring Your Own Device**

- If I am borrowing devices from the school, I understand that all tablets or laptops remain the property of Roundwood Park School and are on loan to me. I understand that loan devices must be returned on request in the condition it was issued.
- My own laptop/tablet/smartphone will only be used for learning purposes during school time. Sanctions will apply for inappropriate use of my device during school time.
- Any member of staff has full discretion to ask me to put my device away in any lesson or at any time.
- When I bring my own device to school, I am fully responsible for keeping it safe. I will store my device safely when it is not being used (e.g. in my locker).
- I will ensure that my device has a passcode or other locking system to ensure that my personal information remains safe. I will not use another person's device without their permission.
- With my own device, I will only connect to the school WiFi network to use the filtered Internet. I will not enable my device's mobile data during school time for my own protection and to protect the privacy of staff and students.
- I will not use any VPN Service or any other software to attempt to bypass the schools filtering and firewall solutions.
- I will not take photographs or videos without the permission of the person concerned. I will not post any images to social media taken during school time without permission. I will delete any image if I am asked to do so by a member of staff.
- While I am allowed to install my own software and media on my own device, I understand that precedence must be given to learning applications.

- My own device must not contain illegal software, must not be 'Jailbroken' and must have regular official updates applied from the manufacturer in order to keep it secure.
- If available, I will ensure my device has adequate antivirus and spyware protection and that it is kept up to date to prevent damage to other devices on the school network (e.g. AVG Antivirus).
- Laptops, Tablets and Smartphones may only be used at the discretion of the teacher of the lesson and will be subject to normal school rules unless explicit permission to use them has been granted.

I understand that my network and Internet access may be taken away if I fail to abide by these rules.

I understand that I am subject to sanctions laid down in the Rewards and Consequences policy and violations of the law may result in police involvement.

Name (print): .....

Date: .....

Signed:.....

*This policy has undergone an equality impact assessment in accordance with the school's Public Sector Equality Duty under the Equality Act 2010.*