Student - ICT Acceptable Use Policy

Background

When you attend school, you are learning in preparation for adult life. This learning includes not only specific subject knowledge, but the development of the understanding required to be employed in a professional workplace. Our expectations in this policy are the same as those you will encounter in the workplace.

Student responsibilities

This policy outlines the acceptable use of ICT systems at Southend High School for Boys.

Our priority is to keep you safe online. You should always speak to a trusted adult if something happens to either yourself or another student which makes you feel worried, scared, or uncomfortable.

- I know that school computers and Internet access have been provided to help me with my learning and that other use of technology might not be allowed. If I am not sure if something is allowed, then I will ask a member of staff.

- I know that my use of school computers and Internet access within school will be monitored.

- I will keep my password safe and private and will avoid sharing any of my personal details online.

- I will write online messages carefully and politely, as I know they could be forwarded or seen by someone I did not intend.

- I know that bullying in any form (both online and offline) is not tolerated and that technology should not be used for bullying or harassment.

- I will refrain from taking pictures and videos of others in school.

- I will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.

- I understand that it may be a criminal offence or breach of the school policy to download or share inappropriate pictures, videos, or other material online. I also understand that it is against the law to take, save or send indecent images of anyone under the age of 18.

- I will not access or change other people's files, account settings, or information.

- I will only use my phone as permitted in the mobile phone policy. This means that in lessons, I will only use my personal device/mobile phone if I have been given permission by a teacher.

- I will respect other people's information and copyright by giving a reference when using images or text from online sources.

- I will always check that any information I use online is reliable and accurate.

- I will only change the settings on the computer if a member of staff has allowed me to do so.

- I know that use of the school's ICT system for personal financial gain, gambling, political purposes, or advertising is not permitted.

- I understand that the school's Internet filtering systems are there to protect me, and I will not try to bypass them.

- I will respect the school's ICT equipment and ensure it is kept in good condition.

- If I am aware of anyone trying to misuse or damage school property, then I will report it to a member of staff.

- I know that if the school suspect that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices, and that access to the Internet may be blocked.

- I know that if I do not follow this Acceptable Use Policy, then I may incur sanctions as deemed appropriate by the school.

- I can visit websites like www.thinkuknow.co.uk www.childnet.com www.childline.org.uk www.nspcc.org.uk to find out more about keeping safe online.

- I have read and talked about these rules with my parents/carers.

Student Data Storage

Students are provided with both a Personal (N :) drive on the school network as well as access to the OneDrive cloud storage area. The school encourages students to use the OneDrive as this is secure, regularly backed up, scalable and available wherever there is an Internet connection.

Students should not use USB storage devices.

Southend High School for Boys - ID Cards

The following is not permitted:

- Lending your card to others
- Borrowing someone else's card
- Using your card inappropriately
- Treating someone else's card inappropriately
- Defacing or breaking a card intentionally

Parental Responsibility

We ask that parents read this document carefully and discuss the contents with their child who will be asked to sign it during tutor time.

Parents should ensure that before being brought into school, student's personal devices have appropriate filtering and monitoring services in place. Guidance on this can be found online: www.internetmatters.org

Student Name

Signature

Date