

Thomas Hardy School

ICT Acceptable Use Policy for Students

Introduction

The following document is divided into three sections as follows:

1. The SMART Rules.
2. The Quick Guide.
3. Full Policy Document.

1. SMART Rules

S Safe - Keep safe by being careful not to give out personal information, such as your full name, email address, telephone number, home address, photos or school name, to people you have only had contact with online. Set strong privacy settings on social networking sites

M Meeting: Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or guardians' permission and even then only when they can be present.

A Accepting: Accepting emails, instant messages, or opening files, pictures or texts from people you don't know or trust can lead to problems; they may contain viruses or nasty messages!

R Reliable: Information you find on the Internet may not be true, or someone online may be lying about who they are.

T Tell: Tell your parents, guardian or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.

You can report online abuse to the police at: www.thinkyounow.co.uk and you can report anything you are not happy about to anyone you feel you trust. This could be a teacher, guardian, parent or someone else's parent. Tell someone.

2. The Quick Guide: Student Use of Computers and Mobile Devices

- You may only log on as yourself. Do not give your password to anyone else.
- Be aware that the School can check your computer files and which sites you visit at any time.
- Do not use bad language, bully or try to access inappropriate material on line.
- iPods, mobile telephones and/or other mobile devices must be switched off and out of sight during lessons and whilst on the school premises unless permission has been given by a teacher to use them.
- You are not to record, video or photograph anything during lessons unless the teacher requests that you do so.
- You must not wear earphones when walking around the site at any time.

- Do not attempt to bypass school web filters.
- Do not give out your personal details online and never arrange to meet a stranger.
- Respect copyright and do not plagiarise work.

Any breach of this policy will result in appropriate disciplinary action.

3. Student Computer Acceptable Use Policy

The use of the latest technology is actively encouraged at Thomas Hardye School but with this comes a responsibility to protect students, staff and the School from abuse of the system.

All students, therefore, must adhere to the Policy set out below. This Policy covers all workstations, laptops, mobile telephones and other electronic devices within the School, irrespective of who is the owner.

All students are expected to behave responsibly on the School computer network, as they would in classrooms and in other areas of the School.

1. Personal Safety

- Always be extremely cautious about revealing personal details and never reveal a home address, telephone number or email address to strangers.
- Always inform your teacher or another adult if you have received a message or have visited a website that contains inappropriate language or makes you feel uncomfortable in any way.
- Do not play with or remove any cables that are attached to a School computer.
- Always be yourself and do not pretend to be anyone or anything that you are not on the Internet.
- Do not arrange to meet anyone you have met on the Internet; people are not always who they say they are.
- If in doubt, ask a teacher or another member of staff.

2. System Security

- Do not attempt to go beyond your authorised access. This includes attempting to log on as another person, sending e-mails whilst masquerading as another person or accessing another person's files. Attempting to log on as staff is unacceptable and may result in the loss of access to systems and other serious sanctions. You are only permitted to log on as yourself.
- Do not give out your password to any other student; if you do and they do something wrong logged on as you, you will be held responsible. If you suspect someone else knows your password, change it immediately. This password should be changed at least once a term and be at least 6 characters long.
- Do not alter School hardware in any way.
- Do not eat or drink whilst using the computer.

3. Inappropriate Behaviour

'Inappropriate Behaviour' relates to any electronic communication whether email, blogging, tweeting, social networking, texting, journal entries or any other type of posting/uploading to the Internet.

- Do not use indecent, obscene, offensive or threatening language.
- Do not post or send information that could cause damage or disruption.
- Do not engage in personal, prejudicial or discriminatory attacks.
- Do not harass another person. 'Harassment' is persistently acting in a manner that distresses or annoys another person.
- Do not knowingly or recklessly send or post false, defamatory or malicious information about a person.
- Do not post or send private information about another person without their prior agreement.
- Bullying of another person either by email, online or via texts will be treated with the highest severity.
- Do not access, or post, material that is profane or obscene, or that encourages illegal acts, violence or discrimination towards other people.
- If you mistakenly access such material, please inform your teacher or another member of staff immediately or you may be held responsible.
- Do not attempt to use proxy sites on the Internet.
- Do not take or post a photo of another student or member of staff without their permission.

4. Email

- You should check your School email at least once a day during term time for new messages.
- Do not reply to spam mails as this will result in more spam. Delete them and inform the IT support office.
- Do not open an attachment from an unknown source. Inform the IT support office as it might contain a virus.
- All emails sent from the School reflect on the School name so please maintain the highest standards.
- Do not use email (including web mail) during lessons unless your teacher has given permission.
- Do not send any files above 10mb by mail. Please ask the IT support office if you require this temporarily to be lifted.
- Do not send or forward annoying or unnecessary messages to a large number of people, e.g. spam or chainmail.
- Do not join mailing lists without the prior permission of IT support.

5. Plagiarism and Copyright

-Plagiarism is taking the ideas or writings of others and presenting them as your own. Do not plagiarise works that you find on the Internet or anywhere else.

-You should respect copyright. Breaking copyright law occurs when you reproduce a piece of work. You should request permission from the copyright owner. This includes music files and the copying of CDs, downloading of films from illegal sites and other such formats.

6. Privacy

-All files and emails on the system are the property of the School. As such, system administrators and staff have the right to access them if required.

-Do not assume that any email sent on the Internet is secure.

-All network access, web browsing and mails on the School system are logged.

-If you are suspected of breaking this Policy, your own personal laptop/device and mobile telephone can be searched by staff.

-The School reserves the right to randomly search the Internet for inappropriate material posted by students and to act upon it.

7. Software

-Do not install any software on the School system.

-Do not attempt to download programmes from the Internet onto School computers.

-Do not knowingly install spyware or any sort of hacking software or device.

8. Sanctions

-Sanctions will vary depending on the severity of the offence; they will range from a warning or withdrawal of Internet use, to suspension or expulsion.

-A breach of the law may lead to the involvement of the police.

9. General and Best Practice

-Think before you print; printing is expensive and consumes resources which is bad for the environment.

-Priority must be given to students wishing to use the computers for School use.

-Always log off your computer when you have finished using it. Do not lock the computer so that others cannot use it.

-Always back up your work if you are not saving it on the School system. Work saved on the School system is backed up every night for you, but be careful if you only have a copy of your work on a memory stick.

- Avoid saving or printing sizeable files (eg. above 5mb); if in doubt ask a member of IT support.
- Passwords should be alpha numeric, ie. contain both letters and numbers.
- Observe Health and Safety Guidelines; look away from the screen every 10 minutes to rest your eyes and make sure your chair is positioned and adjusted to the correct height to the desk.
- Housekeep your email regularly by deleting old mail.
- If a web page is blocked that you feel you have a legitimate use for, please ask IT support and it can instantly be unblocked if approval is given.
- If you are leaving the School, please ensure you have saved any files or email you wish to keep to a memory stick or CD to take home, as these files will be deleted.
- If in doubt, ask a member of the IT support office.

10. Mobile Phones / Mobile Devices

- Do not use a mobile telephone or other mobile device during lessons unless you have the teacher's permission.
- Mobile telephones should be switched off and kept out of sight while you are on the school premises unless you have the permission of a teacher.
- Do not take photos or videos with any device during lessons unless the member of staff has given permission.
- Do not take photos of people without their permission.
- Bullying by text or any other method will be treated in the same severe manner as any other form of bullying.
- Do not attempt to hack into someone else's device via Bluetooth or any other method.

11. Music/Video Players (eg, iPods)

- The use of such devices is banned during lessons unless the teacher has given permission.
- Do not connect such a device to the School network/School computers.
- Do not break copyright laws by swapping illegal music/video files.

I have read and understood and agree to comply with the Student ICT Acceptable Use Policy.

Signed (student): Print Name: Date:

Signed (parent): Print Name: