



ICT Acceptable Use Policy for Pupils

September 2013

Sawston Village College

ICT Acceptable Use Policy for Pupils

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the college's ICT network in a safe and effective manner. Access to such resources is based on trust and responsibility. Therefore, if the acceptable use policy is not adhered to this resource will be withdrawn and appropriate sanctions, as outlined below, will be imposed.

Information technology advances at a rapid rate and is in constant evolution; similarly, some pupils' technical abilities can be exceptionally high. Therefore, the College reserves the right to impose sanctions in relation to a pupil's use of ICT that is inconsistent with the spirit of this policy, the College's ethos or the wider code of conduct for pupils.

Before signing to acknowledge acceptance, pupils and parents should read the policy carefully, making sure that the conditions for using ICT at Sawston Village College are understood and agreed.

General Guidelines

- Pupils will treat others with respect at all times and will not undertake any actions that may bring the college into disrepute.
- The installing, use, uploading or downloading of software or data not approved by the College will not be permitted. Software includes any applications running on a network, on a local computer, from a USB drive, as a web-based application or through any other means.
- Pupils must never reveal their password to other pupils, even to those whom they trust. Pupils will be held accountable for all actions that take place under their username. If pupils believe that the security of their password has been compromised they must inform ICT Support immediately. Passwords should be complex in nature, including capitals, lowercase, symbols and numerals.
- Pupils must not interfere, change or adapt any college ICT equipment. Food and drinks must not be consumed in close proximity to any item of ICT equipment. Pupils must inform a member of staff if equipment is not functioning appropriately.
- Pupils are not permitted to explore the network beyond those areas specifically designated for their personal use or shared areas made available to pupils generally. Pupils should not access, or attempt to access, areas for the exclusive use by members of staff or other pupils.
- The college uses software to monitor pupils' use of the internet, memory sticks, laptops and computers, including pupils' personal storage spaces and records the use of inappropriate software, images and words and any activity which may be

suspicious. Deleting inappropriate words and images from internet, email, portal and general computer use will not stop ICT Support from being able to retrieve them.

- Pupils must not knowingly or carelessly do anything that might adversely affect the running of the school's systems. For example, pupils are not permitted to open, delete, move or copy any files to or from the school system that might adversely affect the running of the school's systems or which are relevant to the administration of the school's systems.
- Pupils are not permitted to make changes to system settings, whether locally or on the network.

Pupil Guidelines for Internet Use

The internet, primarily, is provided for pupils to conduct research and to support learning in and outside of school. Access is a privilege, not a right, and can be withdrawn. Access requires responsibility. Pupils are responsible for good behaviour on the internet just as they are in a classroom or in a college corridor. Individual users of the internet are responsible for their behaviour and communications over the network. Users must comply with the college code of conduct and honour the agreements they have signed.

During school, teachers will guide pupils towards appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, films and other potential offensive media. Support for pupils and parents in using the internet and other communication devices can be found on the College website.

Pupils must abide by the following code when using the internet within the college:

- before using the internet within college, pupils must have their parent's permission;
- pupils must not upload/send personal addresses, telephone/fax numbers or photographs of anyone (staff or pupil) at the college;
- use of names of pupils, or photographs of pupils will require parents to have been informed about such use;
- pupils will not intentionally visit sites that attempt to bypass the college filtering and security systems;
- pupils should not download, use or upload any material which is copyright without the permission of the owner. If in doubt, do not use the material. Pupils should not copy information into assignments and fail to acknowledge the source;
- under no circumstances should pupils view, upload or download any material which is likely to be unsuitable for children. This applies to any material of a violent, dangerous or inappropriate context including images of a sexual nature. If pupils are unsure they need to ask their teacher. If pupils accidentally access inappropriate material they should inform their teacher and/or the network manager immediately;
- pupils will not use the internet, including messaging systems or chat rooms, either in college or through private access, to make defamatory or insulting comments or images about staff working at the college. Such action may lead to fixed term exclusion from the college;

- pupils will not use the internet to investigate how to bypass any of the school's IT security systems;
- pupils must not play games on the internet unless with the express permission of a member of staff.

Using email

- Pupils will use approved email accounts only in communicating from and within the college.
- Pupils will not send or receive any material which is illegal, obscene, defamatory or that is intended to annoy, harass, bully or intimidate another person.
- Pupils will not reveal their own or other people's personal details, such as addresses, telephone numbers or pictures. Pupils will never arrange a face-to-face meeting with someone they know only through emails or the internet.
- Pupils will only have access to chat rooms, discussion fora, messaging systems or other electronic fora that have been approved by the college. Where they are approved, they may only be used for educational purposes. (For clarity, the use of social networking sites, such as Facebook, is forbidden). Usernames will be used to avoid disclosure of identity. Face-to-face meetings with someone organised via Internet chat rooms is forbidden.

Personal devices

Pupils using their own technology in college, such as having a mobile phone, MP3 player/iPod, or the unauthorised taking of images with a camera, still or moving, are in direct breach of the college's acceptable use policy. Pupils may use memory sticks to store data and files in accordance with the wider terms of this policy, but inappropriate software, images or text found on these flash drives will be considered a violation of this acceptable use policy.

The College Learning Platform

The college uses a learning portal, sometimes known as the Frog Learning Platform, to support teaching and learning. *In addition to the guidelines above*, pupils should comply with the following code of conduct when using the learning platform.

- The learning portal is provided to maximise learning opportunities. All activities undertaken on the portal by pupils must conform to this expectation.
- Content uploaded to e-portfolios and other storage areas must be for educational use only.
- Personal home pages may include non-educational content but this will be appropriate and not offensive or insulting in any form.
- Discussion forum contributions should be in support of learning and not defamatory or use inappropriate language in any form. Teachers, support staff and members of the Pupil Fora will monitor discussion fora.

- Pupils will have remote access to the college learning platform, using Cambridgeshire County Council systems. Users must adhere to the associated guidelines and not attempt to compromise the security and integrity of this network. Usernames and passwords must be suitably complex and not shared with any other user. Pupil activity on the college and county networks outside of normal college hours is subject to all of the guidance contained in this acceptable use policy and will also be monitored in the same way as activity during college hours.

Sanctions

Failure to comply with the terms of this Acceptable Use Policy may result in disciplinary action. This can include written warnings, withdrawal of access privileges, detentions and in extreme cases, temporary or permanent exclusion from the college. The college also reserves the right to report any illegal activities to the appropriate authorities.

ICT Acceptable Use Policy

Permission Form

Name of pupil: _____

Form: _____

Pupil

I agree to follow the college's Acceptable Use Policy. I will use all aspects of the college's ICT facilities, access and network in a responsible way and obey the rules outlined in this policy.

Pupil's signature: _____

Date: _____