ICT Acceptable Use Policy

School Division: Whole School
Policy Division: Safeguarding
Policy Owner: Head of CSS and Head of CPS
Date: June 2020

1. Introduction

1.1   This policy informs practice in the Senior School, Preparatory School and the Boarding Houses.

2. School Policy

2.1   New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have regular entitlement to safe internet access.

2.2   This Policy is intended to ensure:

● That young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.

● That school I.C.T. systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

2.3   The school will try to ensure that pupils will have good access to I.C.T. to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

3. Acceptable Use Policy Agreement- See Appendix 1

3.1   Policy Owner

3.1.1 The policy owners are the Head of Preparatory and Head of Senior Schools.

3.2   Issue Date
3.2.1 Issue date: June 2020.

3.3   Review Date

3.3.1   This policy will be reviewed biennially. The next review is due in September 2022.

Ratified by WSLT	
Ed Dickie	**June 2020**
Head of Senior School	

APPENDIX 1

I.C.T. ACCEPTABLE USE AGREEMENT

By using the schools ICT facilities I have agreed to follow the rules as set out below. Failure to follow these rules may result in loss of access to the school's ICT facilities.

1. I understand that I must use school I.C.T. systems, personal tablets and mobile phones in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the I.C.T. systems and other users.

2. For my own Personal Safety at school:

● I understand that the school will monitor my use of the I.C.T. systems, email and other digital communications.
● I will treat my username and password with care. I will not share it, nor will I try to use any other person's username and password.
● I will be aware of 'stranger danger', when I am communicating on-line and will ensure that only known friends can see any personal information about myself or others.
● I will not arrange to meet people off-line that I have only communicated with on-line.
● If I see any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line I will immediately turn the monitor off then report it to my Form Teacher, my Parents, the IT technician, or any other member of staff.

3. Cyber-bullying:

● I understand that cyber-bullying is an aggressive intentional act carried out by an individual or a group using electronic media against a victim who cannot defend him or herself.
● I understand that any of the following can be used inappropriately in cyber-bullying: text messaging including pictures and videos, mobile phone calls, email or other messaging, defamatory blogs or websites and inappropriate use of social network sites.
● I understand that these forms of bullying have a direct impact on the health and happiness of the victim.
● I understand that in the event that such bullying emanates from an individual or group within Claremont the perpetrators will be subject to disciplinary action.
● If I am the victim of any form of cyber-bullying or if I feel uncomfortable about anything then I am aware that I need to talk to someone like my Parent, Form Teacher or any other member of staff.

4. I understand that everyone has equal rights to use technology as a resource and:

● I understand that the school I.C.T. systems are primarily intended for educational use and that I will not use the systems for personal or recreational use during the school day.
● I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

5. I Understand I must use the internet responsibility and therefore:

● I will not use the school I.C.T. systems for on-line gaming, on-line gambling, internet shopping, file sharing or video broadcasting (e.g. You Tube), unless I have permission of a member of staff to do so.
● I will not use any software, hardware or websites that enable me to bypass the School's filters.
● I will not use chat or social networking sites whilst on school property.
● I will not use the school's ICT systems to try and access age inappropriate material.

6. I will act as I expect others to act toward me:

● I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
● I will be polite and responsible when I communicate with others, I will not use aggressive or inappropriate language.
● I will not take or distribute images of anyone without their permission.

7. I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

● I will only use my personal devices (laptops/USB devices etc.) in school at appropriate times and with the staff's permission. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
● I understand that it is my responsibility to save a back-up of any important work.
● I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programs or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
● I will immediately report any damage or faults involving equipment or software, however this may have happened.
● I will not open any attachments to emails, unless I know and trust the person/ organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programs.
● I will not install or attempt to install programs of any type on a machine, or store programs on a computer, nor will I try to alter computer settings.
● I will not attempt to 'hack' into the network or make any attempt to bypass the security settings.

● I realise that almost all software is protected by copyright and requires a licence. I will always aim to ensure that I have appropriate licences for all software that I use

8. When using the internet for research or recreation, I recognise that:

● I should ensure that I have permission to use the original work of others in my own work.
● Where work is protected by copyright, I will not try to download copies (including music and videos).
● When I am using the internet to find information, I should take care to check that the information I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

9. I understand that I am responsible for my actions, both in and out of school:

● I understand that the school also has the right to take action against me if I am involved in an incident of inappropriate behaviour that is covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
● I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network/ internet, detention, suspension, contact with my parents and even exclusion.