Ashlawn School

Student (and Parent) IT Acceptable Use of Policy

Policy Date: **June 2022**

Renewal Date: **June 2023**

Ashlawn School
Student Acceptable Use Policy

- **Ashlawn School computers are provided for your education.**
- **Nothing you save on the school computers is 'Private'.**
- **For your safety and security, staff may access your computer files from time to time and anything worrying may be shown to the Principal or other designated members of staff.**
- **Do not use school computers in any way that would stop any other students or staff from working.**
- **If you do not follow these rules then you will be blocked from using the computers in school. This may impact on your ability to access the full curriculum in lessons and you will need to complete this work in your own time in a closely supervised setting at school.**

Deliberate Damage
- You must tell a teacher immediately if you see any damaged or dangerous computers, otherwise you could be blamed for that damage.
- Never touch electrical connections or loose wires. Never try to repair any damaged computer equipment yourself.
- Do not leave computer equipment in a position or condition where it could easily be knocked over or accidentally damaged.
- You must not borrow school computer equipment without signed permission from a member of staff. (If you do borrow school equipment with permission, then you and your parents will be responsible for that equipment until it is returned and your parents should make sure that the equipment can be repaired or replaced under their home or personal insurance policies.)

Logging on to the Ashlawn School Computer Network
- You may only log on to the school computer network by using the 'username' and 'password' given to you by the school ICT staff.
- You must not tell anyone else your password (if you think that anyone else knows your password, you should tell an IT technician as soon as possible).
- If you need to move away from the computer you are using you should either 'log off' or lock the keyboard to stop anyone else from using the machine under your name (if you find a computer not in use, but logged on under someone else's name, then please tell a teacher immediately).
- You must not open anyone else's files and you should not deliberately change, corrupt or destroy those files (there will be consequences if you are found attempting to 'hack' into files or folders to which you have not been allowed access).
- Do not send messages without your name at the bottom.

Installing Games or Programs
- You should not download or install any software programs including games, screensavers or toolbars unless you are told to do so by a member of staff.
- If you deliberately spread computer viruses, malware or spyware programs there will be consequences and you may possibly even be excluded from the school.

Rude and Upsetting Material

● There will be a consequence if you look at, save or share any computer files or images which could shock or upset another student or a member of staff (serious offences will be referred to the Police). Remember that we can always recover evidence of what you have been doing, even when you think that you have deleted the files and destroyed any 'history' logs.

Copying

● You must not copy any personal details (on a CV for example), from school computers on to unencrypted (non-password protected) devices such as USB sticks, CDs, external hard drives or any portable or home computer.
● If you copy anyone else's work either at the school or from the Internet, you should always include a note about where the information came from with your work (copying someone else's work is just like stealing and when we find out where the work has been copied from, there will be a consequence. This could include reporting the matter to the appropriate exam board).

Buying and Selling

● You must not buy or sell anything using the school computers or network.
● You must not advertise anything using the school computers ore network unless you are asked to do so by a member of staff.
● You must not send out chain letters and messages using the school computers or network.

Social Networking

● You must not use social network sites, 'instant messaging' or 'chat rooms/sites' on the school computers unless you have been told that you can do so by a member of staff (any live communications, including voice or video chat and video conferencing must always be organised by school teaching staff).
● You must not make arrangements to meet anyone over the Internet unless you have been asked to do so by a school teacher and your parents have agreed to this.
● You must never use or access social networking sites belonging to staff.
● You must not upload images of staff, students or school visitors onto social networking sites or share these images in any way without the written permission of those staff, students or school visitors.
● You must not use the Internet at school or at home to share any views on Ashlawn School staff, students or visitors that may cause upset or concern. You must not use the Internet to spread misleading information or gossip about school staff, students or visitors.
● You must not upload any pictures or comments that would put the reputation of Ashlawn School at risk. This includes, but is not limited to, images or language related to drug or alcohol use, racist views or comments or sexual imagery.
● For your own safety, you should always lock down your social networking profiles so that only friends can tag you in photographs and see your on-line activity.

Extremism

● You must not create, access, transmit or download inappropriate or extremist materials, according to the Government's Prevent Guidance (2015). The school has a duty to prevent individuals being drawn into extremism and terrorism, and we must report any attempted access to, or dissemination of, this type of inappropriate material to advisers at the Prevent Strategy which could lead to police action.

Your Language

- The words you use in e-mail messages, or on any school computer should be clear for anyone to read (you should make sure that you use correct spelling and punctuation, and avoid using 'text' message slang).
- Your messages and letters should always be polite and respectful, and not nasty, threatening, rude or upsetting (if you send 'hate mail' or upsetting messages using rude or insulting language there will be consequences).
- You should report any upsetting messages you receive to a teacher as soon as you receive the message.

Giving out your Details

Do not type out your name, your address or any other personal details on a computer unless you are told to do so by a member of staff. Do not include any pictures of yourself on any computer and certainly not on the Internet, unless you are told to do so by a member of staff. Do not provide details or pictures of any other student or member of staff either.

Personal Safety

You need to be aware that thoughtless use of e-mails and the Internet may put you at risk either in school or outside school. You should therefore:

- Be aware that anyone you 'meet' or communicate with on line may be pretending to be someone else.
- Never arrange a meeting with someone you have 'met' online without prior parental approval.
- Do not respond to any e-mail or message that makes you feel uncomfortable or unsafe in any way. If any such message is received you should report it to your form tutor and parent/s. You could also report it via an online reporting service such as ThinkUKnow (www.thinkuknow.co.uk or www.textsomeone.com). You can also text this site on 20901.

Printing

- Please do not waste paper or ink by printing without permission.
- Always use the 'print preview' facility available in most programs before printing anything, and if no paper comes out of the printer, do not try to print again until you have asked the teacher if the printer is turned on and has paper in it (if you keep pressing the 'print' button you will eventually print out lots of copies of your file and you will waste lots of paper).

Using School Computers

- For your own safety you will not be allowed to use any school computers unless a member of staff is in the room or they are covered by CCTV cameras.
- All school computers are always watched electronically by school ICT technicians who have installed a number of programs which automatically detect misuse and the use of bad language.
- You will be constantly reminded about the school Behaviour Policy and this Acceptable Use Policy.
- You must always report any misuse of school computers to a member of staff immediately.
- You should always tell a teacher or another member of staff if you come across anything that makes you feel uncomfortable whilst using a school computer.
- You must not eat, drink, chew or comb your hair whilst using a school computer.
- If you think that your computer files have become damaged or lost, or if you think that another student has accessed them, then you must speak to a member of staff immediately (we will always

try to recover your files or lost work but you should make copies of your own work, and the school cannot be held responsible if files cannot be recovered).

Please sign below to indicate that you accept the terms of the Student Acceptable Use of IT Policy to enable access to the school network and IT resources.

Name of student: _____   **Tutor group:**

I agree with the terms of the Student Acceptable Use of IT Policy. I understand that failure to uphold the terms of the policy may result in my network access privileges being removed.

Signed: _____   Student signature

Name of Parent/Carer:

I agree with the terms of the Student Acceptable Use of IT Policy. I understand that failure to uphold the terms of the policy may result in my child's network access privileges being removed. I agree to support my child to make sensible decisions regarding their IT use.

Signed: _____   Parent/Carer signature