

Woodchurch High School

A Church of England Academy



PUPIL E-SAFETY ACCEPTABLE USE POLICY DOCUMENT

Approved by the Curriculum Committee: Autumn 2017

Approved by the Full Governing Body: Autumn 2017

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Acceptable Use Policy

The Internet and other digital and information technologies are powerful tools which open up new opportunities for everyone. In the 21st Century the use of ICT and the Internet is everyday and essential for education, the work place and social interaction. Electronic communication helps teachers and pupils learn from one another. These technologies can stimulate discussion and promote creativity and effective learning. Pupils who have access to new technologies develop greater confidence and have been shown to produce more thoroughly researched, more effective and well presented assignments.

We are pleased to offer all pupils access to the Information and Communications Technology (ICT) Network as an essential part of their learning as required by the National Curriculum. This includes access to the internet, Virtual Learning Environment (VLE) and electronic mail (e-mail). To qualify, pupils and parents/carers must read, sign and return the agreement attached to this Acceptable Use Policy. This policy is regularly reviewed in response to changing circumstances regarding both new technologies and the law. Suggestions are always welcomed and should be made via the school office.

Every effort will be made to provide a high quality experience for pupils using this information service, however inappropriate and/or illegal interaction with any information service is strictly prohibited.

All personal data is recorded, processed, transferred and made available according to the Data Protection Act 1998.

Please read this document carefully, when the agreement form has been signed and returned access to the internet will be enabled. Listed below are the provisions of this agreement. If any student violates these provisions, access to the internet will be denied and the student will be subject to disciplinary action. All network activities are audited and monitored by ICT Technical Staff and action will be taken against any pupil that is found acting contrary to this agreement.

Definition of Inappropriate Use (as referred to within policy)

Misuse may come in many forms, but is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal requests, racism, sexism, inappropriate language, any use which may be likely to cause offence and other issues.

Terms and Conditions of this Agreement

1. Personal Responsibility

All users must take personal responsibility for their use of new technologies, making sure that they use technology safely, responsibly and legally. As a representative of the school, pupils will accept personal responsibility for reporting any misuse of the network to a staff member. No communication device, whether provided by the school or personally owned may be used for the bullying or harassment of others in any form. No applications or services accessed by users may be used to bring the school or its members into disrepute.

Pupils are currently allowed to bring mobile phones into school. However, pupils are not allowed to use their phones during the formal school day. Pupils who break this rule will have their phone confiscated and placed in the school safe from where it can be collected at the end of the school day. If pupils continue to make use of their phones at times when such use is prohibited parents/carers will be asked to collect the phone from the school office. The sending of abusive or inappropriate text messages is strictly forbidden and instances will be dealt with according to the school bullying policy. The use of Bluetooth technology to send media from one device to another or control another device is also strictly forbidden unless prior approval is given by a member of staff (in exceptional circumstances).

The school Virtual Learning Environment (VLE) is a learning and communication tool that must not be misused. Pupils must not post inappropriate material on to the VLE nor should they use it to communicate inappropriate messages or share files that are protected by copyright laws.

While ICT offers many positive benefits there are some risks. The school will take all reasonable precautions to ensure that users access only appropriate material via the Internet. All security measures are regularly reviewed against possible risks to pupils and the latest technology available. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. The school cannot accept liability for the material accessed on any computer resulting from Internet use. Should pupils discover an unsuitable site it must be immediately reported to a member of staff.

All users have a duty to respect the technical safeguards in place. Any attempts to disable or get around these safeguards will be referred to a senior member of staff and will lead to disciplinary action. All users have a duty to report any failings in technical safeguards if they become aware of any when using the network.

2. Acceptable Use

The use of electronic services must be in support of education and research in accordance with the educational goals and objectives of Woodchurch High School. Pupils are personally responsible for ensuring that this objective is adhered to at all times. Use of other networks or computing resources must comply with the rules appropriate to that network. Transmission of any material in violation of any United Kingdom or other national laws is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade laws.

Use for commercial activities by for-profit organisations is not acceptable.

3. Privileges

Use of the internet and other electronic services is a privilege and inappropriate use will result in that privilege being withdrawn. Clear boundaries will be set for the appropriate use of the Internet and digital communication and will be discussed with pupils.

Woodchurch High School staff will rule upon inappropriate use and may deny, revoke or suspend usage.

4. Network behaviour and Privacy

Pupils are expected to abide by the generally accepted rules of network behaviour. These rules include, but are not limited to the following:

- Be polite. Never send or encourage others to send abusive messages.
- Use appropriate language. Pupils must remember that they are a representative of the school on a global public system. They may be alone with a computer, but what they say and do can be viewed by others. They should never swear, use vulgarities or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- Ensure privacy. Pupils should not reveal any personal information to anyone, especially their home address or personal telephone numbers. They should never reveal the personal information, home address or phone number of other pupils.
- Protect passwords. Pupils must not reveal their passwords to anyone. If they think someone has obtained their password, they should tell their teacher or contact a member of the ICT Support Team immediately. It must be remembered that they will be held responsible for anything that happens under their account.
- Use e-mail responsibly. E-mail is not guaranteed to be private. Messages relating to, or in support of, illegal activities may be reported to the authorities. The exchange of messages with other Pupils other than at the direction of teaching staff is prohibited.

5. Services

Woodchurch High School makes no warranties of any kind whether expressed or implied, for the network service it is providing. Woodchurch High School will not be responsible for any damages suffered whilst on this system. These damages include loss of data as a result of delays, non-delivery, mis-delivery or service interruptions caused by the system or elements of the system or your own errors or omissions. Use of any information obtained via the network or other information systems is at your own risk. Woodchurch High School specifically denies any responsibility for the accuracy of information obtained via its internet services.

6. Security

Security on any computer system is a high priority. If Pupils identify a security problem, they must notify a member of the ICT staff at once. They should never demonstrate the problem to another student. All use of the system must be under their own username and password unless specifically directed by a member of staff. Pupils must remember to keep their password to themselves; passwords must not be shared with friends. Anyone caught disclosing passwords may have their access denied and will be subject to disciplinary action. All users must ensure that they log off the network when leaving a workstation. Any user identified as a security risk may be denied access to the system and be subject to disciplinary action.

7. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy any equipment, the data of another user or of any other networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, the wilful damage of computer hardware, whether connected to the network or not and the deletion of data from its place of storage.

8. Online Ordering Systems

One of the many facilities available via the Internet is the ability to order goods and services whilst online. It is strictly forbidden for pupils to use the internet to order goods or services regardless of their nature. In addition it is forbidden for pupils to subscribe to any newsletter, catalogue or other form of correspondence via the Internet. No Copyright material of any kind may be downloaded from the internet or sent or received by e-mail.

9. Electronic Mail

E-mail is widely available via the network. Pupils are expected to use this facility in a responsible manner. Sending or receiving any e-mail, which contains inappropriate material is strictly forbidden. This includes but is not limited to pornography, unethical or illegal requests, racism, sexism, inappropriate language, any use which may be liable to cause offence. Instances of harassment or cyber-bullying will be dealt with according to the school bullying policy. It is also forbidden to send large volume e-Mails (Spamming.). Disciplinary action will be taken in all cases. Always consider the following when sending e-mail:

- Be brief. Few people will bother to read a long message. Proof read messages to ensure that it is error free and easy to understand.
- Remember that humour is easily misinterpreted.
- Cite references for any facts that you present.
- Respect the rights and beliefs of others.
- Do not reveal personal details in e-mail communication including those of other Pupils.
- Pupils must immediately inform a member of staff if they receive an offensive or inappropriate e-mail.

10. Chat Services

Pupils are not permitted to use ANY of the Chat Services available on the Internet. Use of chat rooms or discussion forums is strictly forbidden. The school makes every reasonable effort to block access to such sites and will continue to do so as new ones come online.

11. Photography and Videography

No un-authorized audio, video or photographs are to be taken or uploaded to web sites. This includes the use of camera phones which must not be used in school without the permission of a member of staff.

12. Queries

Should any pupils or parents/carers have any questions or queries relating to this policy or e-safety they should contact the school office.

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e-Safety Rules

These e-Safety Rules help to protect pupils and the school by describing acceptable and unacceptable computer use.

- The school owns the computer network and can set rules for its use.
- It is a criminal offence to use a computer or network for a purpose not permitted by the school.
- Irresponsible use or failure to report misuse or damage may result in the loss of network or Internet access and lead to disciplinary action.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- All network and Internet use must be appropriate to education.
- Copyright and intellectual property rights must be respected.
- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers.
- Anonymous messages and chain letters are not permitted.
- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.
- The school ICT systems may not be used for private purposes, unless the Headteacher has given specific permission.
- Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.

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E-Safety Agreement

All pupils use computer facilities including Internet access and the school's Virtual Learning Environment as an essential part of learning. Both pupils and their parents/carers are asked to sign to show that the E-safety Acceptable Use Policy and E-safety Agreement have been understood and agreed.

Pupil:	Form:
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Pupil's Agreement

- I have read and I understand the school's E-Safety Acceptable Use Policy and E-Safety Rules
- I will use the computer, network, mobile phones, Internet access, the VLE and other new technologies in a responsible way at all times and in a way that is appropriate to education and will only play authorised, educational games.
- I know that network and Internet access and all key strokes will be monitored.
- I will only use my own account and password to access the network and will not disclose my password to anyone else.
- I know that I must report any misuse of the system or damage to computers.
- I will not attempt to bypass the school security systems and filters.
- I understand that irresponsible use or failure to report misuse or damage may result in the loss of network or Internet access and lead to further disciplinary action

Signed:	Date:
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Parents/Carers:

I have read and understand school's E-safety Acceptable Use Policy and E-safety Agreement and give permission for my son/daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials via the Internet but that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the network and Internet facilities.

Signed:	Date:
Please print name:	

Please return to your child's form tutor as soon as possible.