

# BROCKWOOD PARK SCHOOL



## ICT ACCEPTABLE USE POLICY

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| Last Review Date        | June 2016                                    |
| Policy endorsed by      | The Trustees, Co-Principals and Head Teacher |
| Policy is maintained by | IT Administrator, Pastoral Coordinator       |
| ISI reference           | A6, B1, B9, A8, A9                           |
| Next review date        | August 2017                                  |
| Review body             | Co-Principals                                |

### Acceptable Use of ICT Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the school may monitor my use of the ICT systems, email and other digital communications if there is cause for concern.
- I understand that I am responsible for my username and password. I will not share it with anyone and I am responsible for anything that happens on my account when I am logged in.

You are advised to double check you have logged off properly when you leave your computer. If you think somebody knows your username and password then you must change it immediately.

- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line. This should be reported to the IT Administrator and/or DSL.

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

- I understand that the school ICT systems are primarily intended for educational use.
- 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.
- I will not use the school ICT systems for on-line gaming, on-line gambling, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.
- I will not use the school network for personal financial gain.

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 strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

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 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 programmes 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 that sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will only use chat and social networking sites on the schools network with permission and at the times that are allowed which are after lunchtime on working days.
- Any independent devices which are brought into school and used in school are the responsibility of the owner. Whilst the school is not responsible for them, they will take a view on action which deliberately impacts on the community (welfare and smooth running).

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 that 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.

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 incidents of inappropriate behaviour, that are 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 for a short period of time, suspension or permanent exclusion, contact with parents and in the event of illegal activities involvement of the police.