Newstead Wood School
Student Acceptable Use Policy

All students must follow the conditions described in this policy when using school IT networked resources and mobile devices including school email, the Internet, Moodle and all Office 356 applications, both in and outside of school. Breaking these conditions may lead to:

- Withdrawal of the student's network access.
- Close monitoring of the student's network activity.
- Investigation of the student's past network activity.
- In some cases, exclusion and/ or criminal prosecution.

Students will be provided with guidance by staff in the use of the resources available through the schools network. School staff will regularly monitor the network to make sure that it is being used responsibly. The school will not be responsible for any loss of data as a result of the system or student mistakes in using the system. Use of any information obtained via the network is at the student's own risk.

Conditions of Use
Student access to the networked resources is a privilege, not a right. Students will be expected to use the resources for the educational purposes for which they are provided.

It is the personal responsibility of every student to take all reasonable steps to make sure they follow the conditions set out in this Policy. Students must also accept personal responsibility for reporting any misuse of the network to the Network Manager.

<u>Guidance for Students</u>

School Computers
1) Do not install, attempt to install or store programs of any type on the computers without permission.
2) Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources.
3) Do not use the computers for commercial purposes (e.g. buying or selling goods).
4) Do not connect mobile equipment to the network (e.g. laptops, tablet PCs, PDAs, iPods, MP3 players etc.) unless you have the permission of the Network Manager or the member of staff responsible for ICT.
5) Do not eat or drink near computer equipment.
6) Respect, and do not attempt to bypass security in place on the computers, or attempt to alter the settings.
7) If you are leaving your computer unattended for a short period, you must lock your computer temporarily, rather than logging off and then logging on again. Press **Ctrl + Alt + Delete** keys at the same time and select lock computer. To unlock it simply enter your password.
8) At the end of your session you should log off, but do not shut your computer down or switch it off.
9) **The use of personal computing devices is bound by the school's Mobile Device Policy.**

Internet (school computers and mobile devices)
1) Do not access the Internet unless for study or for school authorised/supervised activities.

2) Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene, abusive or hurtful to others, or which may bring the school into disrepute.
3) Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
4) Do not engage in 'chat' or social networking activities over the Internet.
5) Never arrange to meet anyone unless accompanied by a parent, guardian. People that you meet online are not always who they appear to be.

Security and Privacy (school computers and mobile devices)
1) Do not disclose your password to others, or use passwords intended for the use of others.
2) Never tell anyone that you connect with on the Internet your home address, telephone number or school name, or send photographs of yourself or others, unless you are given permission by a member of staff to do so.
3) Do not use computers in a way that harasses, harms, offends or insults others.
4) Computer storage areas, email conversations and removable media such as USB memory sticks, DVDs and CDs are treated like school exercise books. Staff may review files and communications to ensure that users are using the system responsibly.

Email (school computers and mobile devices)
1) Be polite and appreciate that other users might have different views. The use of strong language, swearing or aggressive behaviour is not allowed.
2) Never open attachments to emails unless they come from someone that you know and trust. Attachments could contain viruses, which may destroy all the information and software on the computer.
3) The sending or receiving of email containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist or inappropriate content.

Photographs and Video
1) Do not take pictures or record film of any students or members of staff, while in school or on school trips, without the permission of those being photographed or filmed.
2) If you need to photograph or film other pupils as part of an educational activity (e.g. drama rehearsal), you should use a school camera and you must seek permission from a teacher to make the film and check that students involved give their consent.
3) Where personal devices are used, such as on school trips with general permission from the trip leader, consideration should be given to the appropriateness of uploading pictures or film to social media and if requested by the subject of the images, remove them from social media platforms. Uploading inappropriate photos or videos could result in disciplinary action.
4) Never send, print, display or otherwise transmit images which are unlawful, obscene, abusive or hurtful to others, including 'sexting', or which may bring the school into disrepute.

Acceptable Usage of Technology Policy Agreement

1) You must read and sign this agreement before you can be allowed to use the school's ICT resources.
2) You must agree to the school viewing on your school account, with just reason and without notice, any e-mails you send or receive, material you store on the school's computers, or logs of websites you have visited.
3) You must only access those services you have been given permission to use.
4) With the permission of your Head of Year you may bring your own portable devices such as laptops into school and you will be able to access the internet, using school Wi-Fi, but will not have direct access to resources stored on the school network.
5) You may also bring personal storage devices such as USB 'memory sticks' into school.
6) You must adhere to all instructions set out in the attached Guidance Document.
7) You must also abide by the school's **Mobile Device Policy.**.
8) If you become aware of a breach of this policy it is your responsibility to report it to a member of staff.

Penalties for misuse of computer systems will depend on the nature and seriousness of the offence. Disciplinary action may be taken against students who contravene this policy. The school, for various legitimate business practices, may need to monitor the use of e-mail and internet access from time to time for the following reasons:

- to establish the existence of facts (e.g. the details of an agreement made)
- to monitor for quality control and staff training purposes
- to prevent or detect crime
- to investigate or detect unauthorised use of the school's telecommunication system (including e-mail and internet)
- to intercept for operational purpose such as protecting against viruses and making routine interruptions such as forwarding e-mail to correct distributions
- to gain access to routine business communications (e.g. checking e-mail) when students are on holiday or sick leave

I confirm that I have read the Acceptable Use Policy, understand it and intend to comply with its obligations.

Full name (print)   …………………………………………………………..

Signature   …………………………………………………………..

Date   …………………………………………………………..