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| **ICT Acceptable Use Policy for Pupils** |
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| **Brownlow Logo** |
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**Brownlow Integrated College**

**Updated: July 2018**

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**Mission Statement**

Brownlow Integrated College is open to pupils of all abilities regardless of race, class or creed. We seek to bring together our diverse communities in an atmosphere of respect and trust.

The college strives to be a centre of academic excellence, whilst providing opportunities for personal, social, moral and spiritual development in preparation for a meaningful adult and working life. Our motto is:

**“A Belief in Creative Diverse Education”**

**ICT Acceptable Use Policy for Pupils**

The use of the latest technology is actively encouraged at Brownlow Integrated College. With this comes a responsibility to protect students and the school from abuse of the system.

All students, therefore, must adhere to the policy set out below. This policy covers all computers, laptops and electronic devices (such as iPod touches and iPads) within the school, irrespective of who owns the device.

Students are expected to behave responsibly on the school computer network and with the ICT equipment, as they would in classrooms and in other areas of the school.

1. Access

As a student at Brownlow Integrated College, I have access to the following ICT facilities:

* Computers throughout the school campus
* A secure username and password for logging into school computer systems
* An accredited, filtered Internet connection from any computer or Wi-Fi enabled device in school
* Personal user space on the school network:

Key Stage 3: 0.2GB

Key Stage 4: 0.4GB

Sixth Form: 0.6GB

* Internal and external remote access to the Learning Platform MySchool
* A personal @c2kschools.net email account with 10GB of email storage space
* Access to network printers
* Access to resources such as scanners, digital cameras, iPod touches, microphones, iPads and kindles
* Access to Microsoft Office 2010 online
* Access to subject specific software Apps within school
* I will only bring my home laptop or tablet (such as an iPad) into school having obtained the school’s full permission beforehand (and having had a consent form completed and signed by a parent or guardian)

1. E-safety

* I will ensure that I am aware of e-safety issues affecting young people. Visit our e-safety site on the Learning Platforms including MySchool and Fronter
* I will only email people I know or my teacher has approved
* The messages I send, or information I upload, will always be polite and sensible

* When I use internet sites, I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends unless my teacher has given permission
* I will never arrange to meet someone I have only ever previously met on the internet or by email or in a chat room unless my parent or guardian has given me permission and I take a responsible adult with me
* If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a member of staff
* If I access inappropriate material by accident (*e.g.* on a website) I will tell a member of staff
* I will not send anyone my credit card or bank account details without checking that it is a secure website with https at the start of the web address and the padlock symbol in the status bar and without asking permission from my teacher
* I will always be myself and will not pretend to be anyone or anything that I am not on the internet
* I will not use email or any communication technology to bully or harass others and I will report instances of online bullying to a member of staff
* I understand that if someone makes me an offer via email or the internet that seems too good to be true, it probably is
* If I am in doubt I will ask a teacher or another member of staff

1. Computer

* I will keep my password secure (secret) and will not give it to anybody else to use
* I will log off whenever I finish using a school computer
* If I think someone else has my logon details I will report it to a member of staff
* I will use computers with care and leave ICT equipment as I found it. I will not tamper with computer systems or devices (e.g. printers, projectors, keyboards and mice) and their cabling
* I will tell a teacher if I notice that ICT equipment or software is damaged or not working correctly
* I will not try to bypass security features or systems in place on the network or try to access anyone else’s user account (hacking)
* If I find that I do have access to an area that I know I should not have access to, I will inform a member of staff immediately
* I will not eat or drink while using computers
* I will never knowingly bring a computer virus, spyware or malware into school
* If I think a school computer or a removable storage device that I am using contains a virus, spyware or other malware I will tell a member of staff
* I will not open an attachment, or download a file unless I have permission or I know and trust the person who has sent it
* I will not attempt to go beyond my authorised access. This includes attempting to log on as another person, sending email whilst pretending to be another person or accessing another person’s files
* I will not attempt to log on as staff or an ICT administrator and understand that any attempt to do so will be dealt with severely. I am only permitted to log on as myself
* I will not attempt to connect to another student’s laptop or device while at school. I am not permitted to establish my own computer network
* I will not reply to spam emails as this will result in more spam. Delete all spam emails
* I will not install any software on the school system
* I will not attempt to download programs from the internet onto school computers
* I will not attempt to ‘jailbreak’ a school iPad or iPod touch
* I will not knowingly install spyware or any sort of hacking software or device
* I will try to prevent people from watching me enter passwords or viewing sensitive information
* If I lose or misplace any portable ICT equipment I will inform a member of staff immediately

1. Inappropriate Behaviour

* I will not store, download or distribute music, video or image files on my personal user space unless they are appropriately licensed media files (*e.g.* Creative Commons licensed files) that I need for school
* I will not use indecent, obscene, offensive or threatening language
* I will not engage in personal, prejudicial or discriminatory attacks
* I will not knowingly or recklessly send or post defamatory or malicious information about a person or about school
* I will not post or send private information about another person
* I understand that bullying of another person either by email, online or via texts will be treated with the highest severity
* I will not use the internet for gambling
* I will not access material that is offensive or obscene, or that encourages illegal acts, violence or discrimination towards other people
* If I mistakenly access such material I will inform my teacher or another member of staff immediately or I may be held responsible
* If I am planning any activity which might risk breaking the Acceptable Use Policy (*e.g.* research into terrorism for a legitimate project), I will inform a member of staff beforehand to gain permission
* I will not attempt to use proxy sites on the internet
* I will not take a photo or video of another student or member of staff without their permission
* I will not bring computer game files into school or store them on my personal user space and I will not play computer games in lessons without permission from my teacher

5) Monitoring

* I understand that all files and emails on the school computer system are the property of the school. As such, system administrators and staff have the right to access them if required
* I will not assume that any email sent on the internet is secure
* I understand that all network access, web browsing and emails on the school system and laptops are logged and may be routinely monitored on any computer screen without the student’s knowledge
* I understand that if I am suspected of breaking this policy, my own personal laptop, storage device or mobile device can be searched by staff with the permission of my parents or carers
* I understand that the school reserves the right to randomly search the internet for inappropriate material posted by students and to act upon it

6) Best practice

* I will only print out work that I need as a paper copy – where possible I will use school systems such as email and Fronter to share information electronically
* I will not use school printing facilities to print non-school related materials (without prior permission)
* I will not print on glossy paper, card or acetate on laser printers
* I will save work regularly using sensible file names
* I will organise my files in a sensible manner and tidy my user space regularly
* I will only use the approved, secure @c2kschools.net email system for any school communication
* I will regularly back up any work that is not saved onto the school network
* I will observe health and safety guidelines when using computer equipment
* I will be considerate and polite to other users
* I will not connect music/video players to the school network, school computers or speakers without permission from my teacher
* I understand that the use of music/video players, e.g. iPods, is banned during lessons unless I have permission from my teacher
* I will only empty my recycle bin when I am certain I no longer need the files

7) Social Networking

* I will not load photos or videos of another student to website or social networking sites without their permission
* I will not load photos or videos of a member of staff to websites or social networking sites
* I will never access a member of staff’s social networking profile or that of their friends and families
* I will never access social networking sites on school computers
* I will never create a bogus social networking account or site that is associated with a member of staff, students or the school
* If I become aware of misuse of Social Networking accounts or sites that are associated with a member of staff, students or the school, I will inform a member of staff straight away
* I recognise that as an organisation, we do not use social networking sites to communicate with students, staff and parents (with the exception of our official Facebook accounts)

8) Sanctions

* If my actions cause damage to computer equipment, I will be charged for the cost of repairing items broken or damaged through carelessness or vandalism
* I may also be charged for the cost of correcting problems caused by hacking or tampering
* I understand that sanctions will vary depending on the severity of the offence, from a warning or withdrawal of internet use to suspension or expulsion. Any breach of the law may lead to the involvement of the police