

Student ICT Acceptable Usage Policy



Formby High School
'Determined To Achieve'

1. Introduction

This policy has been prepared to ensure that all students are able to use the Information and Communication Technology (ICT) facilities at the School in a safe and secure way. General School Rules regarding courtesy and good behaviour apply when using ICT facilities.

The Formby High School network is School property and therefore the right is reserved to take action if there is a reason to suspect improper use.

The Student Acceptable Usage Policy is an extension of the School rules and any breaches will be dealt with through the usual channels and in line with the School Behaviour and Discipline Policy.

2. Definitions

The ICT facilities at the School are defined as computers, laptops, mobile devices, software, monitors, keyboards, mice, printers, portable storage devices, scanners, cameras, camcorders, telephones (including mobile phones), fax machines, televisions, projectors, interactive white boards, video players, DVD players, satellite receivers, internet, email and any other similar device used in conjunction with the above. This definition also includes the school's Wi-Fi connectivity and students' personal devices that they may use for work purposes in school.

3. Policy Statement

The ICT facilities should only be used for authorised purposes and to carry out those activities that can reasonably be considered necessary for educational purposes.

Students will be taught about acceptable use of ICT facilities, both within school and more widely, through their ICT and PSHEE (Personal Social Health and Economic Education) lessons.

4. Responsibilities

All students have a responsibility to comply with this policy and failure to do so may result in disciplinary action being taken.

Any breaches or suspected breaches of the ICT Acceptable Usage Policy should be reported immediately to a member of staff.

Any damage to School ICT equipment must be reported immediately to a member of staff. Any student found to have caused wilful damage to School ICT equipment may be sanctioned and charged for the cost of repair or replacement.

5. Network

Students must only use their own username and password on the School network and must not disclose this information to any other person.

Students are responsible for anything that is carried out using their username. If they suspect someone else may know their password they are responsible for ensuring it is changed at once.

Students must not attempt to install software onto, nor remove software from the School ICT facilities.

Students must not attempt to gain administrative access to the School network or bypass safeguarding restrictions. If students discover a problem with the School network security, they should immediately report it to a member of staff and must not demonstrate the problem to other users.

A member of staff should be immediately notified of any virus alerts.

Students should not leave unattended PCs logged into the network.

6. Internet

In line with other educational establishments, Formby High School uses third party software to block sites which are illegal or which it regards as inappropriate. Inevitably, not all unsuitable sites will be blocked. Use of the internet to access inappropriate material such as pornographic, racist, homophobic or other offensive material is forbidden and may be committing a criminal offence. If an unsuitable website is accidentally accessed, students must report the incident to a member of staff so that it can be excluded.

Students must not use the School internet for personal financial gain, gambling, political purposes or advertising. All non-educational games are forbidden at all times on the School ICT facilities.

The use of proxy web sites to bypass School internet filtering is forbidden.

The School logs and monitors all network and internet access as part of routine security measures and reserves the right to access and report on this information to ensure that network and internet access is being utilised in accordance with this policy. The School also maintains the right to restrict access to the School network, internet or web sites at its discretion.

The above requirements also apply to those students who access the internet via a wireless connection using their own laptop computer or hand held device.

Social Media

For the purpose of this policy, social media is the term commonly used for websites which allow people to interact with each other in some way – by sharing information, opinions, knowledge and interests. Social networking websites such as Facebook are perhaps the most well-known examples of social media but the term also covers other web based services such as blogs, video and audio podcasts, wikis, message boards, photo document and video sharing websites such as YouTube and micro-blogging services such as Twitter. This definition of social media is not an exhaustive list.

Messages should not be posted on any internet message board, other similar web based service or any online communication service that could potentially bring Formby High School's name or reputation into disrepute or lead to a breach of confidentiality, or which might reasonably be considered to be offensive, abusive or otherwise inappropriate. This includes the uploading of photographs which might bring the School or individuals into disrepute.

Access to social networking sites (Facebook, Twitter, etc) is not permitted on the School network.

If you belong to a social networking site outside of School, you should adhere to the following guidelines to protect yourself and the School:

- Students must not invite School staff to be 'friends' on social networking sites.
- Students are advised that privacy settings for such sites should be set at a high level so as to ensure personal information is not publicly available.
- Students should never reveal their own or another person's personal address, telephone number or exact location to someone they do not know.

The School will investigate any allegation of bullying that has occurred through the use of ICT facilities in accordance with the Anti-Bullying Policy, even if it occurs outside school, and offenders will be dealt with in an appropriate manner. Any student who feels they are a victim of cyberbullying should approach a member of staff and explain the situation.

Students and parents should refer to the guidance contained in Appendix One of the Anti-Bullying Policy concerning staying safe on-line.

7. Plagiarism

Students must not plagiarise the work of others, nor attempt to pass others' work off as their own. Formby High School insists that copyright legislation is respected.

8. Monitoring

It is the School's policy to monitor ICT activity, including internet usage. Monitoring will normally be of a 'routine' or 'random' nature. Students should be aware that the School has a right to access personal folders on the network and it may also be necessary to access a student's personal device.

By logging onto the Formby High School Network students agree to abide by this Acceptable Usage Policy.