

Student ICT Acceptable Use 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 and services 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 Use 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. Purpose of the Policy

The School aims to comply at all times with the following current legislation and statutory guidance, and students are responsible for following School policy to ensure that they do not personally infringe the legislation:

- Communications Act (2003)
- Copyright, Designs and Patents Act (1988)
- Computer Misuse Act (1990)
- Counter-Terrorism and Security Act (2015)
- Defamation Acts (1996 and 2013)
- Criminal Justice and Courts Act (2015)
- Criminal Justice & Public Order Act (1994)
- Education and Inspections Act (2011)
- Electronic Communications Act (2000)
- Equality Act (2010)
- Freedom of Information Act (2000)
- General Data Protection Regulation and UK Data Protection Act (2018)
- Human Rights Act (1998)
- Investigatory Powers Act (2016)
- Malicious Communications Act (1988)
- Obscene Publications Acts (1959 and 1964)
- Online Safety Bill (2023)
- Police and Justice Act (Computer Misuse) (2006)
- Protection from Harassment Act (1997)
- Protection of Children Act (1999)
- Protection of Freedoms Act (2012)
- Racial and Religious Hatred Act (2006)
- Regulation of Investigatory Powers Act (2000)
- Serious Crime Act (2015)
- Sexual Offences Act (2003)
- Telecommunications Act (1984)
- Trade Marks Act (1994)
- Keeping Children Safe in Education
- Prevent Duty
- FHS Data Protection Policy
- FHS Child Protection Policy
- FHS Online Safety Policy
- FHS Internet Consent Form
- FHS Home School Agreement

This policy provides a framework for all students to ensure safe, appropriate and acceptable use of the School's ICT facilities.

3. Definitions

The ICT facilities at the School are defined as:

- Hardware owned by the School (including, but not limited to computers, laptops, mobile devices, monitors, keyboards, mice, printers, portable storage devices, scanners, cameras, telephones (including mobile phones), fax machines, televisions, projectors, interactive white boards, DVD players).
- The School network (including software stored on the network, SIMS and remote access services).
- The School's internet facility, Wi-Fi, and all other approved services (e.g. email, storage, remote access etc.) regardless if hosted (or accessed) onsite, offsite (e.g. 'cloud') or via approved third party service providers

This definition also includes the students' personal devices that they may use for work purposes in school and / or accessing the school's ICT facilities remotely.

4. Policy Statement

The ICT facilities must 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 Computing and Personal Development (including PSHEE Personal Social Health and Economic Education) lessons. Additional important information and guidance will be shared with students during assemblies.

5. Responsibilities

All students have a responsibility to comply with this policy and failure to do so may result in disciplinary action being taken. All students are required to sign the ICT Acceptable Use Agreement for Students (Appendix

Any breaches or suspected breaches of the ICT Acceptable Use Policy must 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.

6. Network

Students must only use their own username and password on the School network and must never 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 never attempt to run or 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 must immediately report it to a member of staff and must not demonstrate the problem to other users.

A member of staff must be immediately notified of any virus or security alerts.

The use of portable USB storage (including mobile) devices are **not** permitted.

Students must not leave unattended PCs logged into the network.

7. Internet

In line with other educational establishments, Formby High School uses third party systems 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, radicalisation or other offensive material is forbidden and may be 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 investigated.

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.

Attempting to bypass the School internet filtering or gaining unauthorised access to any computer system for any purpose is strictly 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, hand held device or remotely.

8. 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 must 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 unless required for a compulsory element of the course that the student is undertaking and authorised by a member of staff.

If you belong to a social networking site outside of School, you must 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 must be set at a high level so as to ensure personal information is not publicly available.
- Students must 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 must approach a member of staff and explain the situation.

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

9. 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 by all users of the school's ICT network and associated services and resources.

10. Monitoring

It is the School's policy to constantly monitor ICT activity, including internet usage.

Students must be aware that the School has a right to access personal data on the network and it may also be necessary to access a student's personal device. If an investigation is requested by the Headteacher then this will be followed in line with the Child Protection Policy.

By logging onto the Formby High School Network students agree to abide by the Student ICT Acceptable Use Policy.

FORMBY HIGH SCHOOL**Student Acceptable Use Agreement****Information Communication Technology (ICT)**

ICT (including but not limited to the school's network and resources, digital, internet and cloud-based software, communication and data storage systems, learning platforms, e-mail and mobile technologies) have become an important part of learning in school.

It is essential that all students are safe and responsible when using any ICT.

This Acceptable Use Agreement is to ensure:

- that students will be responsible users and stay safe while using the internet and other digital technologies.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems or users at risk. Students will have good access to digital technologies to enhance their learning and will, in return, be expected to agree to be responsible users.

Parents will be provided with a copy of the Student Acceptable Use Policy, including a copy of this Acceptable Use Agreement. Students are expected to read and discuss this Agreement with their parent or carer and then to sign and uphold the terms of the Agreement.

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

Responsibility

- I will comply with this Agreement and understand that if I don't, this may result in action taken against me.
- I understand that the school has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this policy, 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 the school's ICT facilities and associated services must only be used for educational purposes.
- If I suspect anyone has gained access to my account/password, I will report it right away.
- Access to school licensed software (Microsoft, Adobe, etc) that can be installed and used at home is still covered by the rules outlined in this acceptable use policy.
- I understand that access to software provided by the school is subject to the rules outlined in this policy and may be withdrawn if misused.

Safety

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure and never share it with anyone or try to use anyone else's username and password.
- I will not disclose or share personal information about myself or others when online.
- I will immediately report any inappropriate material or anything that makes me feel uncomfortable when I see it online.

- I understand that the school's internet filter is there to protect me and will not attempt to bypass it.
- I will make sure that my internet use is safe and legal.

Respect

- I will respect the digital property of others, and will not access, copy, modify or remove other users' files without their 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 know that bullying in any form (on and offline) is not tolerated and I know that technology should not be used for harassment.
- I will not take or distribute images of anyone without their permission.
I understand that that it may be a criminal offence or breach of school policy to download or share inappropriate pictures, videos, or other materials online.
- I understand that it is against the law to take, save or send indecent images of anyone under the age of 18.
- I understand that in the event of illegal activity, the school may consider contacting the police.
- I will always think before I post; I understand that text messages, photos or videos can become public and impossible to delete.

Security

- I will not use my own personal devices (mobile phone / USB devices) etc in school unless directed to by a member of staff.
- I understand the risks and will not upload/download or access any materials which are illegal, inappropriate or may cause harm or distress to others.
- I will report any issues, damage or faults involving the school network and associated equipment
- I will not open any hyperlinks or emails or any attachments to emails unless I know and trust the person/organisation who sent the email. If I have any concerns about whether an email or attachment/link is harmful (risk of virus or malware), I will let a member of staff know immediately.
- I will not install or attempt to store any programmes of any type on school devices, nor will I try to alter computer settings.
- I am aware that School provided email must only be used for purposes authorised by the school.

☐ I confirm that I have read and understood all the above expectations.

Signed (Student): _____

Date: _____