

**ICT Acceptable Use Statement for Students Policy**

February 2017

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| Adopted by Standards & Performance on: |  |
| Ratified by the Governing Body on: |  |
| Review Date |  |

**Shenfield High School**





**Student Media and IT User Agreement**

**Please sign on the final page and return to your Form Tutor.**

ICT ACCEPTABLE USE STATEMENT FOR STUDENTS

1. You are required to change your password the first time you log in.
2. Please choose a word that you will easily remember which is at least six characters long and nothing you have used before.
3. Your password should **not** be your name or your pet’s name or any other word that may easily be associated with you.
4. Keep your password to yourself. If ever you suspect that your password is known by anyone else you must change it immediately. Your password will have to be changed periodically, and the system will prompt you at that time.
5. **DO NOT** leave a workstation logged on, always log off unless you are returning soon when you must lock the workstation before you leave it. Ensure that the machine does in fact log you off, some running applications prevent a machine from logging off.
6. Your **E-Mail account** is for school purposes only. **DO NOT** use it in a frivolous manner.
7. Make sure all important work is saved on your N:\ so that it is backed up and secure. If it is saved anywhere other than your N:\ it will not be backed up.

Please read the following points carefully. By signing the Agreement form, you are agreeing to comply with the School’s policy for using all I.C.T. equipment throughout the School.

Users **will not**:

1. Under any circumstances divulge their password to anyone other than a member of the IT support. department who will only require it to find a fault.
2. Allow any other person use of the computer to which they have logged on.
3. Leave a computer unattended whilst logged on, password protected screensavers can be activated, or the workstation may be ‘locked’ for short absences only.
4. Install any software of any kind on any computer owned by the School. The installation of unlicensed software is a crime and is punishable by a fine or even imprisonment.
5. Copy any software from any computer owned by the School.
6. Delete software from any computer owned by the School.
7. Change the configuration of any computer owned by the School.
8. Attempt to access any area that has been protected from you by restricted permissions, or by hidden files/directories/folders on any computer owned by the School.
9. Store undesirable material (Offensive Literature / Pornographic Pictures etc.) on any part of the system, including your own media.
10. Move any piece of I.C.T. equipment for any reason (except mobile units).
11. Attempt to repair any I.C.T. equipment whatsoever.
12. Eat or drink near any computing equipment.

Users **will**:

1. Report any accidental infringement of the above conditions to a teacher.
2. Always treat I.C.T. equipment with respect.

**INTERNET, EMAIL AND PERSONAL DEVICE ACCEPTABLE USE STATEMENT FOR STUDENTS**

The School’s Internet and Email Access Policy has been drawn up to protect all parties - the students, the staff and the School.

The computer network is owned by the School and access to it is given on the understanding that it is for educational use only.

**Code of Conduct**

1. All users of the internet and email are responsible for their behaviour and any communications sent over it.
2. Access must only be made via the authorised accounts.
3. No activity shall be undertaken which could either threaten the integrity of the School ICT systems or attack or corrupt other systems.
4. Users may not make purchases or enter into contracts over the Internet and Email.
5. On-Line ‘chat’ is not permitted, either across the School network or on the Internet.
6. Do not post anonymous messages or misrepresent yourself or the school on the internet.
7. Use for personal gain, for promoting political views or any form of personal advertising is forbidden.
8. Copyright of material must be respected.
9. Use of the network and Email to access inappropriate material, such as pornographic, racist or offensive material is forbidden.

**Penalties for Misuse**

1. Violations of the Internet and Email Access Policy will result in a temporary or permanent ban of Internet use.
2. Additional disciplinary action may be taken in line with existing School policy
3. If appropriate, Police or other authorities will be involved and criminal proceedings may be instigated.

**Personal device usage (Mobile Phone, Camera etc)**

# The use of mobile communication devices and the recording of images, audio or video are not allowed in the building except at the express permission of the teacher and only to support learning.

The recording of any images, audio or video that could bring the school, staff or students into disrepute is expressly forbidden. Any recordings that are linked with Shenfield High School are not to be shared or distributed without the School’s permission.

**SHENFIELD LEARNING GATEWAY**

**ACCEPTABLE USE STATEMENT FOR STUDENTS**

This Policy applies wherever access to the Shenfield High School Learning Gateway management system interface is provided. This policy applies whenever information is accessed through the Learning Gateway, whether the computer equipment used is owned by Shenfield High School or not and applies to all those who make use of Shenfield High School Learning Gateway.

### Objectives of the Shenfield High School Learning Gateway Usage Policy

**Security**

To minimise security risks; these risks might affect the integrity of Shenfield High Schools’ data, the Authorised Learning Gateway User and the individuals to which the Learning Gateway data pertains. In particular these risks arise from:

* The intentional or unintentional disclosure of login credentials to the Learning Gateway system by authorised users.
* The wrongful disclosure of private, sensitive, and confidential information;
* Exposure of Shenfield High School to vicarious liability for information wrongfully disclosed by authorised users

### Data Access

### To ensure all relevant aspects of the Data Protection Act (1998) and Fair Processing Policy are adhered to.

* To promote best use of the Learning Gateway system to further the communication and freedom of information between Shenfield High School and Parents\Guardians.

**Learning Gateway Usage Policy Rules**

**Authorised Learning Gateway Users**

Shenfield High School Learning Gateway system is provided for use only by persons who are on role at school and their legal guardians.

Access is granted only on condition that the individual formally agrees to the terms of this Policy.

**Personal Use**

Information made available through the Learning Gateway system is confidential and protected by law under the Data Protection Act 1998. To that aim:

* Users must not distribute or disclose any information obtained from the Learning Gateway system to any person(s) with the exception of the pupil to which the information relates or to other adults with parental responsibility
* Users should not attempt to access the Learning Gateway system in any environment where the security of the information contained in the Learning Gateway system may be placed at risk e.g. a cybercafé

**Password Policy**

You must assume personal responsibility for your username and password. Never use anyone else’s username or password.

You must always keep your individual user name and password confidential. These usernames and passwords should ***never*** be disclosed to anyone. Passwords and user names should never be shared.

In some instances users may be given the right to change your password from the one originally issued by the school. If this is the case the following rules must be followed:

* Passwords must be at least 6 characters (a-z, 0-9) in length
* Passwords must contain at least 1 number (0-9)
* Passwords must not be similar to your own name or username for example: cutler1

**Questions, Complaints and Appeals**

Learning Gateway users should address any complaints and enquiries about the system to Shenfield High School by email: shs@shenfield.essex.sch.uk or telephone: 01277 219131

Shenfield High School reserves the right to revoke or deny access to the Learning Gateway system of any individual under the following circumstances:

* Users found to be in breach of the Learning Gateway acceptable use statements.

If any child protection concerns are raised or disputes occur the school will revoke access for all parties concerned pending investigation.

**Please note**: Where Learning Gateway access is not available, Shenfield High School will still make information available according to Data Protection Act (1998) law.

*Users are liable for any potential misuse of the system and/or breach of the data protection act that may occur as a result of failing to adhere to any of the rules/guidelines listed in this document.*

**Your Account, Internet and Email Access will be deactivated if the attached Agreement Form is not returned.**

**A copy of this sheet will is available in the student drive (X:\1Whole School\General\ICT\ Student Media and IT User Agreement)**

I have read and agree to the above Policy statement. I understand the consequences of any misuse of personal recording equipment, ICT equipment, Internet, Email and Learning Gateway. A copy of the policy is available on the Learning Gateway.

**Please Complete and Return to your Form Tutor**

I agree to the conditions stated above

Student’s Name (print) …………………………………………….….

Signed …………………….…………………………. Date ………………………………….