

ICT Acceptable Use Policy for Students

Rationale

- To make our students aware of the acceptable usage of the ICT network
- To support teaching and learning across the curriculum

All students are issued with a username, e-mail address and password when they join the school. Students are responsible for the safe keeping of their own username and password, which must not be given to anyone else under any circumstances.

The following operating guidance must be followed:

General guidelines

1. Students are responsible for their own network area and should not attempt to access any other area of the network
2. Students are responsible for logging off the network when they are finished using IT equipment
3. Students are not to consume food or drink in classrooms
4. Students are not to move or disconnect any IT equipment
5. If students do not have their password they must see someone from the Network Team, they must not attempt to access the network using other students' passwords
6. Students must NOT access staff computers under any circumstances. This include laptops, desktops and mobile devices
7. Students must be supervised in ICT suites at all times, if there is no teacher they need to wait outside or return to the classroom they came from
8. Students should only use ICT equipment for lesson related activities
9. All students will complete an e-safety unit at the start of year 7 to ensure they are able to use the Internet and social media safely outside of school
10. Students should not attempt to bring private software into the school or add it to the network, whether legally sourced or otherwise
11. Students must not use memory sticks or other external storage devices unless they are sure they are virus free and contain only appropriate content.

Internet and e-mail

12. The school Internet should only be used to access work related material, accessing of inappropriate materials is not allowed
13. Students must NOT open attachments received unless they are sure of the sender and contents.

Please be aware that software utilities will be used to monitor and manage the use of the network to ensure that the guidelines are adhered to.

Title of Policy	ICT Acceptable Use (students)
Review Cycle	3 Years
Committee responsible	L & A
Statutory/Discretionary/School	School
Date of most recent approval by FGB	13 Dec 2016
Date of next review by FGB	Dec 2019