



RIDGEWOOD
SCHOOL

Student ICT Acceptable Use Policy

Policy: Student ICT Acceptable Use Policy	Effective Date: November 2010
Revision Number : 1.2	Revised: November 2017
Reviewable: As Required	Author: Jason Spooner

Revision History

Revision Number	Modifications	Date
1.0	Initial Policy	November 2010
1.1	Change to Associated Policies Minor change to General Section RE: Non-approved software Changes to Security & Protection RE: Malicious Damage & Food and Drink near equipment Changes to Internet Section RE: Bypassing Web Filters Added Social Media Section Added Personal Devices Section Added Digital Content Section	June 2014
1.2	Change to School's Strategy: School will monitor ICT Usage	November 2017

Policy Statement

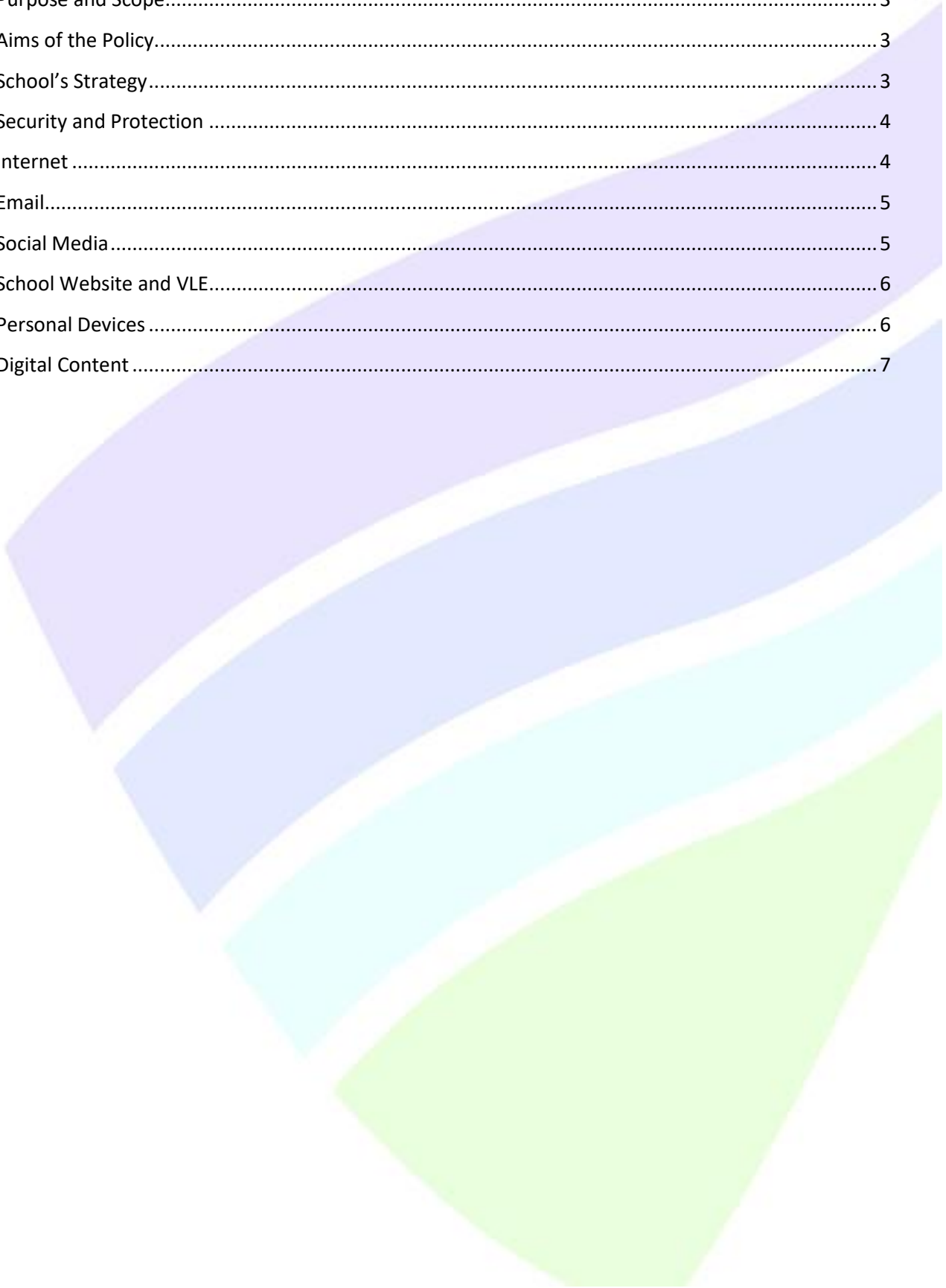
Misuse of Facilities / Information

Abuse of any of the school's ICT facilities, i.e. Malicious damage, attempts to circumvent security settings, inappropriate use of internet / email, failure to follow this and other relevant policies will be investigated once notified. If established, it must be considered a disciplinary offence and may result in written warnings, withdrawal of equipment / access, isolation or forms of exclusion as appropriate.

The school reserves the right to report any illegal activities to the appropriate authorities.

Contents

Purpose and Scope.....	3
Aims of the Policy.....	3
School’s Strategy.....	3
Security and Protection	4
Internet	4
Email.....	5
Social Media.....	5
School Website and VLE.....	6
Personal Devices	6
Digital Content	7



Purpose and Scope

The purpose of this policy is as follows:

This policy summarises the controls to be applied that will ensure that pupils of Ridgewood School are able to use the computing facilities provided by the school appropriately. Pupils and Parents should also familiarise themselves with:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988
- Student Electrical Device Policy
- Wireless (WIFI) Network Policy

Aims of the Policy

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from learning opportunities offered by the school's ICT, Internet and Virtual Learning Environment (VLE) resources, in a safe and effective manner. Access to these facilities is considered a privilege. Therefore, if the AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

School's Strategy

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the use of ICT. These strategies are as follows:

General

- Use of the Internet in lessons will be monitored by a member of staff.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' ICT usage.
- Pupils and teachers will receive advice and guidance relating to Internet safety.
- Uploading, downloading, installing and running non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.

- The use of digital media, i.e memory sticks, CD-ROMs, DVDs, or other digital storage media in school requires a teacher's permission which can only be granted in the parameters of this AUP.
- Pupils will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

Security and Protection

All pupils are responsible for the safety and security of equipment and information provided to them by the school. The following are steps that must be followed:

- All passwords, i.e. Logon, etc, are not to be given out or used by anyone but the person it has been issued to.
- Once logged on to a computer, the computer must not be used by anyone but the person logged on.
- Any Virus, Malware or Spyware messages must not be ignored and must be reported immediately to an appropriate member of staff, who will in-turn notify ICT Support.
- Any faults with any ICT equipment must be reported immediately to an appropriate member of staff, who will in-turn notify ICT Support.
- Pupils must not intentionally damage any equipment. Doing so will result in disciplinary action and the cost of repair / replacement may be passed on to the parent / guardian.
- Pupils must not eat / drink near any ICT equipment or in any ICT room.

Internet

The school provides all pupils access to the internet to gain educational information. Below are guidelines to the use of the internet.

- Pupils will use the internet for educational use only.
- Pupils will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Pupils will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies is in direct breach of the acceptable use policy.
- Pupils will only have access to chat rooms, discussion forums, messaging or other electronic communication forums that have been approved by the school and are for educational purposes.
- Face-to-face meetings with someone organised via Internet chat will be forbidden
- Pupils must not attempt to bypass the Internet filtering systems in place.
- The school has the right to monitor the usage of the internet. This will always be undertaken where there is suspicion of abuse or misuse of the system and random checks may be carried out.

- Any pupils suspecting suspicious usage of the internet, must report this to an appropriate member of staff.
- It is recognised by the school that pupils may, during acceptable use of the internet, make inadvertent access to a site or page which contains material which is unlawful, indecent or objectionable. In these circumstances pupils should disconnect from the Internet immediately, and notify an appropriate member of staff as soon as possible after the incident, providing details of the date and time of the inadvertent access. Reconnection to the Internet should be deferred until this action has been taken.

Email

The school provides all pupils access to email facilities to communicate efficiently and effectively both internally and with outside parties. Below are guidelines to the use of the email facilities.

- Pupils using the email facility should confine this to communications directly related to education.
- Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher
- The school has the right to monitor the usage of the email system. This will always be undertaken where there is suspicion of abuse or misuse of the system and random checks may be carried out.
- Any pupils suspecting suspicious usage of the email facility must report this to an appropriate member of staff.

Social Media

It is acknowledged that some pupils may have access to Social Networking sites to communicate with family and friends, such as Facebook, Twitter etc. However, the school must insist on the following;

- Some Social Media sites have age restrictions and should not be used by pupils under the required age.
- Pupils that use Social Media, should only do so outside of the school day and should not be accessed whether it's via a computer or Mobile Device (Mobile phones, Tablets etc) during this time.

- Pupils must ensure that any personal information contained on their profile is kept private and security settings must be checked to reflect this.
- Pupils must ensure they only accept 'Friend Requests' from family and friends they wish to communicate with.
- Pupils must not post images of other pupils without their permission. They must also not post images of any member of staff or images of the school.
- Pupils must not post any hurtful / abusive comments that relate to staff of the school, pupils of the school or any comments about the school which could potentially damage its reputation.

School Website and VLE

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web and VLE in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- The website and VLE will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of pupils' work will be co-ordinated by a member of staff.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission. Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

Personal Devices

Although it is accepted that pupils may own a Mobile Device (Mobile Phone, Tablet, Laptop, MP3 Player), the school makes it perfectly clear that the devices are not insured on the school site, whether the phone is lost / stolen or broken. The school discourages pupils bringing their mobile device to school, however pupils that do bring their devices to school must follow the following rules.

- Mobile devices must not be seen / used whilst on the school premises, whether this be during break, lunch or lessons.
- All mobile devices must be switched off or set to 'silent' whilst on the school site.

- Pupils must not use their device to take images or videos of pupils, staff or the school.
- Occasionally, the use of mobile devices may be permitted to be used in a lesson if the lesson supports its use. This is only allowed if permitted by the teacher.
- Should a pupil ignore the rules regarding the use of Mobile device, the device could be confiscated.

NOTE: An exception to the above is for Post 16 students. The use of a laptop, tablet is permitted within the Post 16 building, which can be connected to the schools internet to help assist in studies. Please see additional Policies regarding WIFI Access and Student Electrical Devices.

Digital Content

- Pupils must only use school equipment to create digital images, video and sound. Images, video and sound will not be taken without permission of the participants.
- Images and videos will be of appropriate activities and the participants must be dressed appropriately.
- Resources created must not be published online without the permission of the participants.
- Under no circumstances should personally owned equipment be used to take pictures, video or sound. Only school owned equipment can be used for this purpose.
- Images and video footage of students can only be stored on the school network and must not be taken offsite by any means.
- When using images, video or sound from other sources (e.g. websites), pupils must ensure they are not infringing any copyright laws.

Occasionally, the ICT Support department will run a scan on the network for video and audio files. Any found that are copyright protected will be deleted immediately. The School will not be responsible for the loss of this data.