

Denmark Road ICT Acceptable Use Policy



To qualify for Network, Internet and e-mail access, students must read, sign and return the agreement attached to this Acceptable Use Policy.

Denmark Road High School strongly believes in the educational value of such electronic services and recognises their potential to support the curriculum. Every effort will be made to provide quality experiences for students and teachers using this information service. Inappropriate and/or illegal interaction with any information service is strictly prohibited.

If British decency laws are breached or the Computer Misuse Act 1990 is breached then a student is likely to have the matter referred to other authorities including the police. The Computer Misuse Act 1990 identifies three specific offences:

1. *Unauthorised access to computer material (that is, a program or data).*
2. *Unauthorised access to a computer system with intent to commit or facilitate the commission of a serious crime.*
3. *Unauthorised modification of computer material.*

Please read this document carefully, only once it has been signed and returned will access to the computer system be permitted. Listed below are the provisions of this agreement. If any student violates these provisions, access to the Network, Internet and e-mail will be denied and the student will be subject to disciplinary action.

Terms and Conditions of This Agreement

1. Personal Responsibility

As a representative of the Denmark Road High School, I will accept personal responsibility for reporting any misuse of the network to a staff member. Misuse may come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest unethical or illegal requests, racism, sexism, inappropriate language, any use which may be likely to cause offence and attempts to disrupt or hack into the computer network.

2. Acceptable Use

The use of ICT must be in support of education and research in accordance with the educational goals and objectives of The Denmark Road High School. Students are personally responsible for this provision at all times when using any ICT resource.

Transmission of any material in violation of any United Kingdom or other national laws is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade laws.

Use for commercial is not acceptable.

3. Privileges

The use of the ICT is a privilege and inappropriate use can result in that privilege being withdrawn. Students will participate in a discussion with a member of staff as to proper behaviour and use of the facilities. Staff will rule upon inappropriate use and may deny, revoke or suspend usage.

4. Network Etiquette and Privacy

Students are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

BE POLITE. Never send or encourage others to send abusive messages. Respect the rights and beliefs of others

USE APPROPRIATE LANGUAGE. Remember that you are a representative of the school on a global public system. Never swear, use vulgarities or any other inappropriate language. Illegal activities of any kind are strictly forbidden.

PRIVACY. Do not reveal any personal information to anyone, especially the home address or personal telephone of yourself or any other students.

PASSWORD. Do not reveal your password to anyone. If you think someone has obtained your password, contact a member of IT Support immediately.

ELECTRONIC MAIL. Electronic mail (e-mail) is not guaranteed to be private. Messages relating to, or in support of, illegal activities may be reported to appropriate authorities.

REFERENCE WORK. Cite references for any facts that you present. Do not copy other people's work and imply that it is your own (i.e plagiarism). Plagiarism leads to formal action, up to and including, withdrawal from examination and qualifications.

DISRUPTIONS. Do not use the network in any way that would disrupt use of the services by others.

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5. Services

Denmark Road High School makes no warranties of any kind whether expressed or implied, for the network service it is providing. The school will not be responsible for any damages suffered whilst on this system. These damages include loss of data as a result of delays, nondeliveries, mis-deliveries or service interruptions caused by the system or elements of the system, errors or omissions. Use of any information obtained via the network or other information systems is at the students own risk. The school specifically denies any responsibility for the accuracy of information obtained via its Internet services.

6. Security

If you identify a security problem, notify a member of IT Support at once. Never demonstrate the problem to another student. All use of the system must be under your own username and password. Remember to keep your password to yourself. Do not share it with friends. Anyone caught disclosing passwords may have their access denied and may be subject to disciplinary action. Any user identified as a security risk may be denied access to the system and be subject to disciplinary action.

7. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy any equipment or data of another user or of any other networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, the wilful damage of computer hardware, whether connected to the network or not, the deletion of data from its place of storage.

8. Online Ordering systems

It is strictly forbidden for students to use the Internet for ordering goods or services regardless of their nature.

9. Electronic Mail

Electronic mail (gmail) is provided by the school, the use of other Internet based email systems is forbidden. The sending or receiving of any email, which contains any inappropriate material, is strictly forbidden. This material includes, but is not limited to, pornography, unethical or illegal requests, racism, sexism, inappropriate language, any use which may be likely to cause offence. Disciplinary action will be taken in all cases. It is also forbidden to send large volume emails (spamming).

10. Non Educational Online Activity

Students are not permitted to access non educational games, media (e.g. YouTube, Netflix) or chat services available online.

11. Internet Search Engines

Students are required to use Internet search engines responsibly. If students are found to be searching for material unsuitable and in breach of this policy they will face disciplinary action.

Students are strictly forbidden from removing safety filters from Internet Search engines in order to access unsuitable material.

12. Executable, Music and Video Files

Students are strictly forbidden from introducing executable files (e.g. '.exe, .cmd, .bat, .bin') to the network as these can in some cases contain harmful viruses. This includes but is not limited to copying such files onto shared network drives.

Students are strictly forbidden from introducing music and video files (e.g. '.mp3, .mp4, .mpeg, .wav, .avi'). These files in many cases are copyrighted and the copying onto shared network drives or storing on your Home Area (H:\) may breach their copyright.

Students are strictly forbidden from downloading executable, music and video files when using the school's Internet provision.

13. Bring Your Own Device (BYOD)

Students choosing to connect their personal devices to the school's wireless network accept that, where appropriate, they must comply with the requirements and terms of this policy and abide by the ICT Bring Your Own Device (BYOD) acceptable use agreement.

14. Saving Your Work

Students must not use external media (e.g. USB memory and external hard disks). Students are advised to save all files to their Home Area (H:\) where it is routinely backed up or their Google Drive account which is easily accessed both onsite and remotely. Students are advised to regularly save amendments to their files to minimise data loss if their service is interrupted.



ICT Acceptable Use- BYOD

Definitions

Bring your own device (BYOD) refers to technology models where individuals bring a personally owned device to a Trust site for the purpose of learning.

A personally owned device is any technology device brought to Denmark Road High School and owned by a student (*or the student's family*), staff or guest

Rationale

Denmark Road High School recognises the benefits to learning from offering students the opportunity to use personal ICT devices on site to support learners and their learning. Denmark Road High School has, therefore, provided its students, staff and guests access to a secure, internet filtered, wireless network for the enrichment of educational activities.

It is the intention of this policy to facilitate and support the use of personal ICT devices at Denmark Road in furtherance of individualised student learning. Students are expected to use personal ICT devices in accordance with this policy and Denmark Road High School's ICT Acceptable Use Policy (AUP).

Please note that students are never required to bring in outside technology to school. All students will continue to be able to utilise our school equipment. No student will be disadvantaged by Denmark Road High School's Bring Your Own Device policy.

Guidelines for Acceptable Use of Personal ICT Devices

- The use of personal ICT devices falls under Denmark Road High School's ICT Acceptable Use Policy (AUP) which all students must agree to, and comply with.
- The primary purpose of the use of personal devices at school is **educational**. Using the device for personal reasons should only take place after permission has been given from a teacher or other member of staff. Students must use devices as directed by their teacher.
- Students shall make no attempts to circumvent Denmark Road High School's network security. This includes, but is not limited to, setting up proxies and downloading programs to bypass security.
- The use of a personal ICT device is not to be a distraction in any way to teachers or students. Personal devices must not disrupt lessons or study areas in any way.
- Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission.
- Students shall not distribute pictures or video or any other material relating to students or staff without their permission (distribution can range from emailing/texting to one other person to posting images or videos online).
- Students are not to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during lessons unless permission has been given from a teacher or other member of staff.
- Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with IT Support and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.
- Students may not utilise any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable behaviour known as cyber bullying and will not be tolerated. Any cyber bullying that is determined to disrupt

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the safety and/or wellbeing of anyone at Denmark Road High School will be subject to disciplinary action.

- Students must check their personal ICT device daily to ensure the device is free from unsuitable material and free from viruses etc. before bringing the device into school.
- Students must check their personal ICT device daily for basic Health and Safety compliance to ensure it is free from defects. Any personal ICT device that has obvious Health and Safety defects should not be brought into school.
- Students are responsible for charging their personal ICT devices **prior** to bringing them into school. Personal ICT devices cannot be connected to school power outlets without first being PAT tested by one of Denmark Road High School's designated PAT testers.

Consequences for Misuse/Disruption

In addition to dealing with misuse/disruption within the remit of Denmark Road High School's ICT Acceptable Use Policy (AUP) and Behaviour Management Policy one or more of the following sanctions may apply:

- Personal ICT device may be confiscated and kept at the Main Office until a student's parent/guardian collects it.
- Privilege of using personal ICT devices may be removed.
- Access to Denmark Road High School's wireless network may be limited or withheld.

Denmark Road High School reserves the right to monitor, inspect, copy, and review a personally owned device or file when staff have a reasonable suspicion that a violation has occurred.

In serious cases Denmark Road High School reserves the right to contact external authorities for advice, investigation and prosecution.

DRHS Liability Statement

Students bring their personal ICT devices to use at a Denmark Road High School at their own risk. Students are expected to act responsibly with regards to their own devices, keeping them up-to-date via regular anti-virus and operating system updates and as secure as possible. It is their duty to be responsible for the upkeep and protection of their devices.

Denmark Road High School is in no way responsible for:

- Personal devices that are broken while at school or on school activities.
- Personal devices that are lost or stolen at school or when taking part in school activities.
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).
- Parents should ensure they have adequate insurance cover in place to cover the cost of repair/replacement of a personal ICT device in the event of loss/damage to the device.

Disclaimer

Denmark Road High School accepts no liability in respect of any loss/damage to personal ICT devices while at school. The decision to bring a personal ICT device to school rests with the student and their parent(s)/carer(s), as does the liability for any loss/damage that may result from the use of a personal ICT device at school.

By bringing a personal ICT device into school, students and their parent(s)/carer(s) accept this disclaimer and agree to abide by this policy.

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Signing Sheet:

I understand and will abide by the provisions and conditions of this agreement.

I understand that any violations of the above provisions may result in disciplinary action and the removal of my privileges.

I also agree to report any misuse of the system to a staff member. Misuse may come in many forms but may be viewed as any messages sent or received that indicate or suggest unethical or illegal activities, racism, sexism, inappropriate language, pornography any act likely to cause offence or other issues described above.

Student Name: _____

Signature: _____

Tutor: _____