WOLDINGHAM
SCHOOL

Information and Communication Technology [ICT] Acceptable Use Policy

The School has the responsibility of providing you with safe, reliable and useful ICT resources that will help you make the most of your learning opportunities. You have a right to these resources. The School also allows you to use your own wireless devices and phones around the School. With these rights however, come the following responsibilities:

I will read and follow the guidelines in this AUP.

I will take responsibility for my own use of all ICT making sure that I use technology safely, responsibly and legally. I understand this includes any School ICT resource and any devices I own (e.g. laptop, tablet or smart phone) that I use at anytime for School work or anything that concerns the School or people from School. This means :

- I will take personal responsibility for my own e-safety when connected to the Internet on any device (further advice is available at http://www.thinkuknow.co.uk).

- I will not give out any personal details or arrange to meet someone without the written permission of my parent, carer or teacher.

- I will not take, publish or stream any photographs, videos or sound recordings of other people without their permission.

- I will not make reference to any staff from School or bring the School into disrepute while using any social networking, chat rooms, discussion forums, messaging or other Internet based services.

- I will use all messaging services, e.g. Email, instant messaging and social networking sites, responsibly and always be polite and respectful. I will only use email systems, chat rooms and other messaging methods that are approved by the School. I will not open emails or attachments from people that I do not know.

- I will never use any ICT resources or devices for bullying or harassing people or in any way that would upset others or would bring the School into disrepute. I will not intimidate other students, e.g. sending or posting of inappropriate messages directly to or regarding others, as this is unacceptable and constitutes a form of bullying. If any such intimidation affects the well-being of any student in School it will constitute a breach of this policy whether the intimidation was initiated in or out of School.

- I will not download or install any software or files on School's ICT equipment (unless it is a requirement of an agreed course of study) or access any torrent sync and share services. I will check with my parent or other responsible adult before downloading and installing software or files onto any devices I own.

- I will not use my mobile phone during the School day 08:30 – 16:10 (For year 9 – U6: except in bedrooms, common rooms or Sixth Form coffee bar) or during any other School trip or activity without permission from a member of staff. I will keep my mobile phone switched off, not in silent mode, and stored out of sight during lesson times, study, activities and while on trips.

- I will abide by Boarding House rules regarding permitted use of mobiles and other devices in the Boarding areas. For years 7 – 10, this includes handing in all devices overnight.

- In the case of me being present at any accident or emergency, I will not use my phone to take any photos, nor will I will post any messages on social networking sites/internet media. I will wait until I have permission from staff who are managing the situation to send any texts/make any calls home.

- I understand that I am responsible for the safety and security of any devices I own while in School.

- All mobile communication devices are strictly prohibited in any examinations or assessments.

- I will use the school Learning Platform (www.mywold.net) to transfer files between home and school whenever possible. If I have to use removable storage (e.g. memory stick) or internet based storage services (e.g. Google docs or Dropbox) I will ensure that no confidential data is stored on it.

- I will not intentionally gain access to unsuitable or illegal sites e.g. pornography, child abuse, racism, incitement to violence. I will report, as soon as possible, accidental access to such sites. I understand that my report will be confidential and would protect other students and myself.

- I will only access computer systems using my own login and password, which I will keep secret. I realise that if I access files that are not my own (hacking) I will be breaking the Computer Misuse Act 1990. If I think someone knows my login and password I will report it immediately.

- I will ensure that my work does not break The Copyright, Design and Patents law. I will always acknowledge the source of any information (words, images etc) I use. I will not copy other people's work and pass it off as my own (plagiarism).

- I will use School ICT resources with care and tell my teacher of any damage which occurs as soon as possible.

- I will use network resources responsibly e.g.
    - I will think and then preview before I print
    - I will regularly review my files and delete them when no longer needed
    - I will only store School-related files and images on the school network
    - I will only use the ICT resources during lesson and study time for school related work

I understand that the School uses Child Protection software to monitor my use of ICT resources for any inappropriate behavior and may also check my computer files, my emails and may monitor the Internet sites that I visit. If I do not follow these guidelines the AUP will be enforced which may result in confiscation of any devices and disciplinary action including, in extreme cases, suspension or expulsion. The School reserves the right to report any illegal activities to the appropriate authorities.

Student's name   **Year group**

Student's Signature   **Date**