



Bramhall High School

Student ICT Acceptable Use Policy

Ratified: 26 March 2018 by
Standards & Curriculum Committee
Review Date: March 2020



Student ICT Acceptable Use Policy

Introduction

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. All Students have an entitlement to safe access to the internet and digital technologies at all times.

This Acceptable Use Agreement is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and will have good access to digital technologies to enhance their learning and will, in return, expect the Students to agree to be responsible users.



Acceptable Use Policy Agreement

Students will understand that they must use school systems in a responsible way, to ensure that there is no risk to their safety or to the safety and security of the systems and other users.

For your own personal safety:

- You understand that Bramhall High School will monitor your use of the systems, devices and digital communications.
- You will keep your username and password safe and secure – you will not share it, nor will you try to use any other person's username and password. You understand that you should not write down or store a password where it is possible that someone may steal it.
- You will be aware of "stranger danger", when you are communicating on-line.
- You will not disclose or share personal information about yourself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc).
- You will immediately report any unpleasant or inappropriate material or messages or anything that makes you feel uncomfortable when you see it on-line to a member of staff or the Designated Safeguarding Lead.

You understand that everyone has equal rights to use technology as a resource and:

- You understand that the Bramhall High School systems and devices are primarily intended for educational use and that they are not to be used for personal or recreational use unless you have permission from a member of staff.
- You will not try (unless you have permission from a member of staff) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- You will not use the Bramhall High School systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless you have permission of a member of staff to do so.



You will act as you expect others to act towards you:

- You will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- You will be polite and responsible when you communicate with others. You will not use strong, aggressive or inappropriate language and appreciate that others may have different opinions.
- You will not take or distribute images of anyone without their permission.

You recognise that Bramhall High School has a responsibility to maintain the security and integrity of the technology it offers me to ensure the smooth running of the school:

- You will only use personal devices (mobile phones/USB devices etc) in school if you have permission or are in one of the designated areas of the school where it is permitted (for example in the Refectory) at lunch or break time. You understand that, if you do use your own devices in the school, you will follow the rules set out in this agreement, in the same way as if you were using school equipment.
- You understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will you try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- You will immediately report any damage or faults involving equipment or software, however this may have happened to a member of the IT Support Team or any other member of staff.
- You will not open any hyperlinks in emails or any attachments to emails, unless you know and trust the person/organisation who sent the email, or if you have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- You will not install or attempt to install or store programmes of any type on any school device, nor will you try to alter computer settings.

When using the internet for research or recreation, you recognise that:

- You should ensure that you have permission to use the original work of others in your own work.
- Where work is protected by copyright, you will not try to download copies (including music and videos).
- When you are using the internet to find information, you should take care to check that the information that you access is accurate, and understand that the work of others may not be truthful and may be a deliberate attempt to mislead you.



You understand that you are responsible for your actions, both in and out of school:

- You understand that Bramhall High School also has the right to take action against you if you are involved in incidents of inappropriate behaviour, that are covered in this agreement, when you are out of school and where they involve your membership of the school community (examples would be cyber-bullying, use of images or personal information).
- You understand that if you fail to comply with this Acceptable Use Policy Agreement, you will be subject to disciplinary action. This may include loss of access to the school network/internet, detentions, exclusions or contact with parents and, in the event of illegal activities, involvement of the police.

Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.



Student Acceptable Use Agreement Form

This form relates to the Student Acceptable Use Agreement, to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted access to school systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.
- I use my own equipment out of the school in a way that is related to me being a member of the school e.g. communicating with other members of the school, accessing school email, VLE, website etc.

Name of Student:

Core group:

Signed:

Date: