

*Tomlinscote School  
& Sixth Form College*

*A Specialist Language College*



# ICT Network and Internet Acceptable Use Policy (Student)

<b>Policy Type:</b>	Mandatory
<b>Approved By:</b>	Resources Committee
<b>Effective From:</b>	May 2018
<b>Revision Date:</b>	May 2021

# ICT Network and Internet Acceptable Use Policy for Students



## Tomlinson School and Sixth Form College

This Acceptable Use Policy (AUP) is written in the form of an agreement between Tomlinson School and Sixth Form College and each student. A copy of the policy will be included on the Tomlinson School and Sixth Form College website, and in the information booklet for parents. Copies can also be obtained on request from a member of staff. The AUP should be read carefully to ensure that the conditions of use are accepted and understood before it is signed by the student and parent.

### **Aims**

The aims of this Acceptable Use Policy are:

1. To ensure that students may benefit from the learning opportunities offered by Tomlinson School and Sixth Form College 's Network/Internet Resources and portable devices in a safe and effective manner.
2. To protect Tomlinson School and Sixth Form College's ICT infrastructure from misuse and attack.

### **Tomlinson School and Sixth Form College undertakes to:**

1. Prioritise Data Protection and adhere to strict guidelines on the use of personal or sensitive information.
2. Provide a safe and productive e-learning environment.
3. Provide students with training in the area of internet safety.
4. Supervise students' network and internet access wherever possible.
5. Monitor students' network and internet activities using appropriate systems.
6. Provide internet filtering in order to minimise the risk of access to inappropriate material.
7. Ensure there is a secure and regular backup of student data wherever possible. Notwithstanding, students are primarily responsible for backing up their own data on mobile devices.
8. Ensure that robust and up to date virus detection and security systems are in place to protect students' data.
9. Only publish students' projects, artwork or school work on the internet if appropriate permissions have been granted by the student. The publication of students' work will be co-ordinated by a teacher. Students will continue to own the copyright on any work published.

### **Important information:**

1. Network and Internet use and access is considered a school resource and a privilege.
2. If the Tomlinson School and Sixth Form College AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed.
3. Staff can review student files and communications to ensure that the system is being used responsibly. They also have the right to access computer storage areas, accounts and removable media, including USB Flash Drives and CD-ROMs.
4. Members of staff may remotely view a student's computer or iPad screen without prior warning, in order to see what the student is doing on the Tomlinson network.

5. Students are subject to the provisions of the Copyright, Designs and Patents Act 1988.
6. Tomlinscote School and Sixth Form College will provide information on the following legislation relating to use of the Tomlinscote network, which teachers, students and parents should familiarise themselves with:
  - a. The Data Protection Act 1998.
  - b. General Data Protection Regulation (from May 2018)
  - c. Data Protection (Amendment) Act 2003.
  - d. Video Recordings Act 1989.

**Students undertake to:**

1. Ask a teacher before using any personal USB flash drive, CD-ROM or similar device in school.
2. Observe any instruction in relation to the use of IT given by a member of staff.
3. Observe good etiquette at all times and behave in a way that reflects well on them and Tomlinscote School and Sixth Form College.
4. Use the Tomlinscote school network only for school related matters.
5. Make regular backups of their work, especially data stored on an iPad/mobile device. This can be achieved in many ways. If unsure of this please approach the IT Support Team.
6. Respect other computer/device users (never harass, harm, cause insult or offence).
7. Respect the security protocols in place on the computers and not attempt to bypass or alter security settings put in place on the Tomlinscote School and Sixth Form College network. Violation of this rule is a serious offence.
8. Use only approved school email accounts for communication with other students and staff.
9. Only use chat rooms, discussion forums or other electronic communications when led by a member of Tomlinscote staff.

**Students undertake NOT to:**

1. Attempt to bypass Tomlinscote School and Sixth Form College's internet filters. Violation of this rule is a serious offence.
2. Install, attempt to install, or store programs of any type on Tomlinscote School and Sixth Form College network.
3. Damage, disable, dismantle or otherwise cause, or attempt to cause harm to the operation of computers, or any other ICT equipment or cables.
4. Attempt to repair or fix any software or hardware faults with equipment. Any issues with a school issued device (laptop, iPad etc.) must be reported to the IT Support Team immediately.
5. Attempt to connect any personal mobile equipment (e.g. laptops, iPads, mobile phones etc.) to Tomlinscote School and Sixth Form College networks without the permission and guidance of the ICT Support Team.
6. Eat or drink in any room where there is ICT equipment.
7. Reveal their password to anyone, or use someone else's username or password. Students are responsible for the actions of anyone who is using their username and password, so must immediately tell a member of staff if they suspect that someone else has this information.
8. Access or alter other users' folders, work or files without permission.
9. Visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials. Any such sites should be reported to a member of staff immediately.

10. Send or receive any material that is illegal, obscene, defamatory; or that is intended to annoy or intimidate another person.
11. Use social networking sites, such as Twitter or Facebook, either at school or elsewhere, to make public comments about Tomlinscote School and Sixth Form College, its staff or students, which are defamatory, liable to cause offense or bring Tomlinscote School and Sixth Form College into disrepute.
12. Arrange a face-to-face meeting with someone they only know through emails or the internet unless it is arranged and supervised by a teacher.
13. Keep your password for more than 60 days. This password must contain at least 8 characters, UPPER and lower case and at least one digit. The password chosen cannot be one used previously or contain your name/username.
14. Pass any personal information (real name, addresses, personal photographs or videos) to anyone on the internet.
15. Take or distribute images, video or audio of anyone without their permission. Any use of camera in toilets or changing rooms, regardless of intent, will be treated as a serious violation.

## **Specific Guidance for the Use of iPads**

The policies, procedures and information within this document apply to all IOS devices used in school. Teachers and other school staff may also set additional requirements for use within their classroom.

### **User's Responsibilities:**

- Users must use protective covers/cases for their iPad.
- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop or place heavy objects (books, laptops, etc.) on top of the iPad.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.
- Do not subject the iPad to extreme heat or cold.
- Do not store or leave unattended in vehicles.
- Devices must be surrendered immediately upon request by any member of staff.
- Tomlinscote School is not responsible for the financial or other loss of any personal files that may be deleted from an iPad.

### **Safeguarding and Maintaining as an Academic Tool:**

- iPads are required to be charged and be ready to use in school.
- Items deleted from the iPad cannot always be recovered – students are encouraged to make regular backups
- Storage of academic content takes precedence over personal files/apps.
- The whereabouts of the iPad should be known at all times. It is a user's responsibility to keep their iPad safe and secure.
- iPads belonging to other users are not to be tampered with in any manner.
- If an iPad is found unattended, it should be given to the nearest member of staff.

### **Lost, Damaged or Stolen iPad:**

- If the iPad is lost, stolen, or damaged, the IT Staff must be notified immediately.
- iPad that are believed to be stolen can be tracked through iCloud.

### **Prohibited Uses (not exclusive):**

- Illegal Activities – Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- Violating Copyrights – Users are not allowed to have illegally sourced music or other content stored on their iPad
- Misuse of Passwords, Codes or other Unauthorised Access: Users are encouraged to set a passcode on their iPad to prevent other Users from misusing it. This passcode must be divulged to IT Support for regular maintenance and or updates.
- Malicious Use/Vandalism – Any attempt to destroy hardware, software or data will be considered a serious violation.
- Inappropriate media may not be used as a screensaver or background photo.
- Tomlinscote School reserves the right to confiscate and search an iPad to ensure compliance with this Acceptable Use Policy.

**NB** All leased iPads remain the property of the leasing company until purchased at the end of the scheme where appropriate.

## **Student Agreement:**

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

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

Student name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_