# Student ICT Acceptable Use Policy

## ACCOUNT SECURITY

Users are responsible for the protection of their own network account and should not divulge passwords to anybody. Passwords should be complex; a minimum of 6 characters, which should include uppercase and lowercase letters and numbers. Users should not logon to or use any account other than their own and should logoff when leaving a workstation, even for just a short period of time.

## USE OF FACILITIES

It is not acceptable to:

- Attempt to download, store or install software to school computers.

- Attempt to introduce a virus or malicious code to the network.

- Attempt to bypass network or system security.

- Attempt to access another user's account.

- Attempt to gain access to an unauthorised area or system.

- Attempt to use any form of hacking/cracking software or system.

- Connect any device to the network that acts as a Wireless Access Point (WAP), bridge or router.

- Connect any device to the network that has access to the Internet via a connection not provided by the school.

- Access, download, create, store or transmit material that; is indecent or obscene, could cause annoyance or offence or anxiety to others, infringes copyright or is unlawful or brings the name of the school in to disrepute.

- Engage in activities that waste technical support time and resources.

## INTERNET ACCESS

The school's Internet service is filtered to prevent access to inappropriate content and to maintain the integrity of the computer systems. Users should be aware that the school logs all Internet use.

The use of public chat facilities is not permitted.

Users should not copy and use material from the Internet to gain unfair advantage in their studies, for example in coursework. Such actions may lead to disqualification by examination boards.

Users should ensure that they are not breaking copyright restrictions when copying and using material from the Internet.

## IPADS

Students must take great care with the iPad at all times

The iPad should remain in its protective cover at all times

Do not power off the iPad as it has an auto on/off on the cover

Students should never access the iPad settings

The iPad background should never be changed

Students cannot take photos or videos without permission from the teacher

Students will only access apps as directed by the teacher

Students will only use the iPad email system as appropriate

Please inform your teacher if there is anything inappropriate on the iPad, or if you are aware of any misuse by other students.

EMAIL

Pupils are not allowed to use email during lessons, unless the teacher for that lesson has permitted its use.

If a user receives an email from an unknown person or that is offensive or upsetting, please forward the email to j.wilson@wellfieldschool.net or contact someone in the IT Support department. Do not delete the email in question until the matter has been investigated.

Sending or forwarding chain emails is not acceptable.

Sending or forwarding emails to a large number of recipients is acceptable only with the permission of a teacher.

Do not open attachments from senders you do not recognise, or that look suspicious.

Users should periodically delete unwanted sent and received emails.

INSTANT MESSAGING / SOCIAL NETWORKING

Wellfield uses social networking sites (Facebook, Twitter & Pinterest) for highlighting good work in lessons, sporting performances, reward trips, etc. *At no time will anyone's full name be mentioned with a photo of them on any site for child protection purposes.*

Pupils are not allowed to use instant messaging/social network facilities during lessons, unless the teacher for that lesson has permitted its use.

If a user receives a message from an unknown person, or which is offensive or upsetting, a member of the IT support department should be contacted. Copy and save the message until the matter has been investigated.

Never accept files or downloads from people you do not know, or that looks suspicious.

Do not use a screen-name that is offensive, or gives away additional personal information.

Do not add unnecessary personal information to your profile or account details.

Do not add or allow your profile, screen-name or contact information to be shown in online public directories.

## PRIVATELY OWNED LAPTOPS

Personal laptops are allowed to be connected to the school network. Contact a member of the ICT Support team to enable access. The laptops are still subject to Wellfields Acceptable Use Policy.

All laptops must, for their own protection, have Antivirus software installed.

## PRIVACY AND PERSONAL PROTECTION

Users must, at all times, respect the privacy of others.

Users should not forward private data.

Users should not supply personal information about themselves or others via the web, email, instant messaging or social network.

Users must not attempt to arrange meetings with anyone met via the web, email or instant messaging/social network.

Users should realise that the school has a right to access personal areas on the network. Privacy will be respected unless there is reason to believe that the Acceptable Use Policy or school guidelines are not being followed.

## DISCIPLINARY PROCEDURES

Those who misuse the computer facilities and break the Acceptable Use Policy will be subject to disciplinary procedures.

## SUPPORT

If you have any questions, comments or requests with regards to the systems in place, please do not hesitate to contact a member of the IT support department.

Faulty equipment should be reported to the IT support department in person or by sending an email to support@wellfieldschool.net

Users should not attempt to repair equipment themselves.

Please tick and sign below to indicate that you agree to our Acceptable Use Policy and photographs being taken to be used in our social media/website. *If you ever require any pictures removing send an email to j.wilson@wellfieldschool.net or send a private message.*

Name:_____

☐  Agree to Acceptable Use Policy

☐  Agree to taking and using photographs of student

Signed _____(parent/guardian)

Signed _____ (student)