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Pupil ICT Acceptable Usage Policy

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1. Introduction

The Pupil ICT Acceptable Use Policy outlines the rules in place for using ICT at Houlton School and should be read in conjunction with the ICT Acceptable Usage & E-Safety Policy.

If you do not follow these rules then you will be blocked from using the computers in school. This may impact on your ability to access the full curriculum in lessons and you will need to complete this work in your own time in a closely supervised setting at school.

- Houlton School computers are provided for your education.
- Nothing you save on the school computers is 'private'.
- For your safety and security, staff may access your computer files from time to time and anything worrying may be shown to the Principal or other designated members of staff.
- Do not use school computers in any way that would stop any others pupils or staff from working

2. Damage to computers

- You must tell a teacher immediately if you see any damaged or dangerous computers, otherwise you could be blamed for that damage.
- Never touch electrical connections or loose wires. Never try to repair any damaged computer equipment yourself.
- Do not leave computer equipment in a position or conditions where it could easily be knocked over or accidentally damaged.
- You must not borrow school computer equipment without signed permission from a member of staff. (If you do borrow school equipment with permission, then you and your parents/carers will be responsible for that equipment until it is returned and you parents/carers should make sure that the equipment can be repaired or replaced under their home or personal insurance policies.)

3. Logging onto the Houlton School Computer Network

- You may only log onto the school computer network by using the 'username' and 'password' given to you by the school ICT staff.
- You must not tell anyone else your password (if you think anyone else knows your password, you should tell an IT technician as soon as possible.)
- If you need to move away from the computer you are using you should either 'log off' or lock the keyboard to stop anyone else from using the machine under your

name (if you find a computer not in use, but logged on under someone else's name, then please tell a teacher immediately.)

- You must not open anyone else's files and you should not deliberately change, corrupt or destroy those files (there will be consequences if you are found attempting to 'hack' into files or folders to which you have not been allowed access. Consequences for this would be up to and including possible exclusion.)

- Do not send messages without your name at the bottom.

4. Games and Programs

- You should not download or install any software programs including games, screensavers or toolbars unless you are told to do so by a member of staff.

- If you deliberately spread computer viruses, malware or spyware programs there will be consequences up to and including the possibility of being excluded from the school.

- There will be a consequence if you look at, save or share any computer files or images which could shock or upset another pupil or a member of staff. This includes rude or upsetting material, material of a racist or homophobic nature, or any other material which could be deemed deliberately offensive to an individual or group (serious offences will be referred to the Police).

- Remember that all files even when deleted can be recovered as evidence of what you have been doing, even when you think that you have deleted the files and destroyed any 'history' logs.

5. Copying

- You must not copy any personal details (on a CV for example), from school computers on to unencrypted (non-password protected) devices such as USB sticks, CDs, external hard drives or any portable or home computer.

- If you copy anyone else's work either at the school or from the internet, you should always include a note about where the information came from with your work (copying someone else's work is just like stealing and when we find out where the work has been copied from, there may be a consequence, either C points, a detention or an exclusion. This could also include reporting the matter to the appropriate exam board.

6. Buying and Selling

- You must not buy or sell anything using the school computers or network.

- You must not advertise anything using the school computers or network unless you are asked to do so by a member of staff.
- You must not send out chain letters and messages using the school computers or network.

7. Social Networking

- You must not use social network sites, 'instant messaging', or 'chatrooms/sites' on the school computers or on any other device on the school grounds unless you have been told that you can do so by a member of staff (any live communications, including voice or video chat and video conferencing must always be organised by school teaching staff and will not be activated).
- You must not make arrangements to meet anyone over the internet.
- You must never use or access social networking sites belonging to staff.
- You must not upload images of staff, pupils or school visitors onto social networking sites or share these images in any way without the written permission of those staff, pupils or school visitors.
- You must not use the internet or Social Media at school or at home to share any views on Houlton School staff, pupils or visitors.
- You must not upload any pictures or comments that would put the reputation of Houlton School at risk. This includes, but is not limited to, images or language related to drug or alcohol use, racist views or comments or sexual imagery.
- For your own safety, you should always lock down your social networking profiles so that only friends can tag you in photographs and see your online activity.

8. Extremism

- You must not create, access, transmit or download inappropriate or extremist materials, according to the Government's Prevent Duty Guidance (2015). The school has a duty to prevent individuals being drawn into extremism and terrorism, and we must report any attempted access to, or dissemination of, this type of inappropriate material to advisers at the Prevent Strategy which could lead to police action.

9. Your Language

- The words you use in email messages, or on any school computer, should be clear for anyone to read (you should make sure that you use correct spelling and punctuation, and avoid using 'text' message slang).

- Your messages and letters should always be polite and respectful, and not nasty, threatening, rude or upsetting (if you send 'hate mail' or upsetting messages using rude or insulting language that included swear words or unkind phrases of any kind there will be consequences).
- You should report any upsetting messages you receive to a teacher as soon as you receive the message.

10. Giving Out Your Details

Do not type out your name, your address or any other personal details on a computer unless you are told to do so by a member of staff. Do not include any pictures of yourself on any computer and certainly not on the internet, unless you are told to do so by a member of staff. Do not provide details or pictures of any other pupil or member of staff either.

11. Personal Safety

You need to be aware that thoughtless use of emails and the internet may put you at risk either in school or outside school. You should therefore:

- Be aware that anyone you 'meet' or communicate with online may be pretending to be someone else.
- Never arrange a meeting with someone you have 'met' online without prior parental approval.
- Do not respond to any email or message that makes you feel uncomfortable or unsafe in any way. If any such message is received you should report it to your form tutor and parents/carers. You could also report it via an online reporting service such as ThinkUKnow (www.thinkuknow.co.uk).

12. Printing

- Please do not waste paper or ink by printing without permission.
- Always use the 'print preview' facility available in most programs before printing anything, and if no paper comes out of the printer, do not try to print again until you have asked the teacher if the printer is turned on and has paper in it (if you keep pressing the 'print' button you will eventually print out lots of copies of your file and you will waste lots of paper).

13. Using School Computers

- For your own safety you will not be allowed to use any school computers unless a member of staff is in the room or they are covered by CCTV cameras.

- All school computers are always watched electronically by school ICT technicians who have installed a number of programs which automatically detect misuse and the use of bad language.
- You will be regularly reminded about the school Positive Behaviour Policy and this Acceptable Use Policy.
- You must always report any misuse of school computers to a member of staff immediately.
- You should always tell a teacher or another member of staff if you come across anything that makes you feel uncomfortable whilst using a school computer.
- You must not eat, drink or chew in any classroom or whilst using a school computer.
- If you think that your computer files have become damaged or lost, or if you think that another pupil has accessed them, then you must speak to a member of staff immediately (we will always try to recover your files or lost work but you should make copies of your own work, and the school cannot be held responsible if files cannot be recovered).

14. Appendix 1 – ICT Acceptable Use Guide for Pupils: DOs and DON'Ts

DOs	DON'Ts
✓ use the school's ICT provision for school related study purposes ✓ use your own username and password and keep your personal passwords secret ✓ log off when finished using the computer ✓ treat the school computers and computer equipment with care and respect at all times and accept that there will be an expectation to pay for any damage caused by careless use or deliberate abuse ✓ take responsibility for the files stored in personal network areas and keeping a back-up of any work which might be important ✓ understand that the internet will be used to help with school work and that you will only enter sites that you have a teacher's permission to enter ✓ ensure emails are always polite and sensible. ✓ Report any damage to ICT equipment that you notice	☒ Eat or drink near any ICT equipment ☒ Ever share your login details or password ☒ Ever share personal information online unless a teacher or parent / carer has asked you to do so ☒ Leave any computer or device logged in ☒ Use chatrooms, games, social networking sites or internet games without the explicit permission of the supervising member of staff ☒ Use the internet to find information and submit it as your own work ☒ install or attempt to run any software ☒ create, share or cause to be shared any material which is vulgar, obscene or contains sexually or racially explicit language or material. ☒ Damage cause computers or hardware (including headphones, mice, pulling out leads etc.) ☒ Turn off someone else's PC/laptop/tablet ☒ Use email or ICT to bully or be unkind