



ACCEPTABLE USE OF ICT AND THE INTERNET AGREEMENT

Every student in the school that uses ICT must abide by the rules of acceptable use, whether the device is provided by the school or the device is the student's own. Use of any device on the school site and all access to school networks and webpages, whether on or off the school site, falls within this agreement. The School has the right to access any student files and emails held on School systems and may request access to these files on external media and personal devices. Any unacceptable use of ICT will result in a sanction, which may include a ban from computer rooms or usage of school devices, as well as any of the sanctions listed above for poor behaviour.

STUDENTS MUST:

- a) Keep passwords secure and confidential and never share them
- b) Only ever log in to a computer using their own log in and password. Using another person's log in detail is a breach of school rules
- c) Log off after using a computer or school device
- d) Remain responsible for all activity that takes place under their username. Without proof, claims that a password has been stolen will not negate responsibility for unacceptable use of ICT
- e) Be courteous and respectful, never using obscene, offensive, harassing or abusive language. Students must inform a member of staff if they become aware of such language being used
- f) Never use or share personal and/or private information including photographs and images of other students or staff
- g) Exercise extreme caution when opening emails, links or attachments received from unknown sources which may contain viruses or other undesirable content. If in any doubt, students should seek advice from a member of staff
- h) Treat all school property with respect, never deliberately causing damage or interfering with their functioning in any way
- i) Inform a member of staff immediately if they have received any offensive or dangerous communication, requests to send money, photographs or data to another person, whether these requests be from someone within or outside the school community
- j) Abide by classroom expectations when in lessons, including remaining on task and not accessing content which is not relevant to the lesson.

STUDENTS MUST NOT:

- a) Engage in online activity, both in and outside School that may cause others distress or bring the School into disrepute. Bullying in any form, including cyber bullying, is not tolerated



- b) Create or engage with any unapproved social media accounts which use the School name, nor use the School name in any private account in such a way that might bring the School into disrepute
- c) Contact or attempt to contact School staff using any private messaging account or telephone number. Students must only use School provided phone numbers, email addresses and Teams accounts for this purpose
- d) Engage in the viewing, creation or distribution of any websites, images, sounds, messages or other material which are illegal, obscene, offensive, harassing, racist, sexist, extremist, inflammatory, malicious, fraudulent or libelous, or which would otherwise damage the reputation of the School. If a user accidentally comes across any such material, they must report it immediately
- e) Engage with unauthorised copying of copyrighted material including digitisation and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the School or the end user does not have an active license
- f) Introduce programs into the network or server without permission
- g) Access, or attempt to access data of which has not been shared with you, or log into an account that is not yours
- h) Attempt to circumvent authentication, filtering, monitoring or security of any device or user account
- i) Interfere with or remove the work of others, or act in a way that causes another person to lose their work or their access to accounts
- j) Provide information about, or lists of, pupils, staff or any other information to parties outside the School
- k) Use the School systems for personal financial gain, gambling, political activity, advertising or illegal purposes
- l) Send anonymous messages or chain mail (with only exception being the use of The Student Voice)
- m) Use or forge email header information without permission.

PARENTAL AGREEMENT

I hereby acknowledge that I have read the agreement on pupil use of ICT and the Internet and discussed it with my son. I understand that this access is designed for educational purposes. I recognise that, while every effort will be made to monitor pupil use of the Internet, it is impossible for Bishop Wordsworth's School to monitor the use of the system continually and to restrict access to all controversial materials. I further acknowledge that questionable material may be accessed unexpectedly and, therefore, I will not hold the Headmaster or staff of Bishop Wordsworth's School responsible for any such materials acquired from the Internet.