Acceptable Use of IT Policy

Responsible Board	King Edward VI Camp Hill School for Girls LGB
Policy Type	Hybrid
Policy Officer/Owner	Janet Rose in liaison with Head of Computing (NCJF)
Statutory	Yes - part of the Academy Trust Online Safety Policy
Publish Online	Yes
Last Review Date	Feb 2024
Review Cycle	Annual
Next Review Date	October 2024
Expiry Date	October 2024
Version	1
School	King Edward VI Camp Hill School for Girls
LGB Adoption Date	March 2024

Student Safety

The school has a responsibility for the welfare of pupils. With particular reference to use of ICT systems and facilities the school will:

- Monitor pupils' use of the ICT systems. This may include, but is not limited to: screen monitoring software, monitoring of emails and monitoring of files stored.

- Expect pupils to keep their password private, never share it with anyone and never use anyone else's.

- Expect pupils to take care with whom they are communicating online and not disclose information about themselves or others.

- Expect pupils to report immediately to their teacher any unpleasant or inappropriate material or anything that makes them feel uncomfortable online.

- Not allow pupils to use instant messaging or chat rooms unless where explicitly directed to by a teacher.

- Not allow pupils, under any circumstances, to use the school's system to access pornographic content, online gambling, peer to peer file sharing or for the sale or purchase of illegal goods or services.

Network Integrity

The network's primary function is to serve the educational needs of students in the school. In order to ensure it fulfils this function in using the system pupils must agree:

- Not to use the network for games or recreational video streaming unless they have been given explicit permission by a teacher.

- Not to try to download, save, run or install any unauthorised files. To only use their own personal handheld / external devices (mobile phones / USB devices etc) in school if they have permission. Pupils understand that, if they do use their own devices in school, they must follow the rules set out in this agreement, in the same way as if they were using school equipment.

- Not to open attachments to emails from people/organisations they don't know.

- Not to try (unless specific permission is given) to make large downloads or uploads that might take up Internet capacity and prevent other users from being able to carry out their work.

- Computers must be logged off/locked when unattended.

- Not to use anyone else's credentials to log on to any system provided by the School.

- Not to attempt to access data that they are not authorised to use or access.

- Not to attempt to bypass the internet security and filtering system.

- Not to attempt to connect a personal device to the school network or IT systems.

- To immediately report any damage or faults involving equipment or software, however this may have happened.

Responsible Use

In using the school's system pupils must agree:

- To respect others' work and property and not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.

- To be polite and responsible when communicating with others. To not use strong, aggressive or inappropriate language and appreciate that others may have different opinions.

- To not take or distribute images of anyone without their permission.

- To ensure that permission is given to use the original work of others in their own work and attribute it as necessary.

- To not attempt to copy/download work where not permitted to by copyright.

Mobile devices in school

- Any student who brings a mobile phone or personal device into school is agreeing that they are responsible for its safety. The school will not take responsibility for personal devices that have been lost, stolen or damaged.

- Students in Years 7 – 11 are to keep their mobile phones switched off and in lockers throughout the school day. Students in Sixth Form must have their phones on silent and should not be seen once they are outside of the Sixth Form block. In some Sixth Form lessons, teachers may give permission to be used – but this is at the discretion of the teacher in order to use these as a teaching and learning aid.

Breach of the Policy

Breaches of this Acceptable Use Policy could result in:

- Contact with parents
- Loss of or restricted access to the school network/internet
- Detentions
- Exclusions
- In the case of illegal activities involvement with the police