St Gabriel's
Your Route to Success

Including Sandleford, our Early Years Foundation Stage provision

ICT Acceptable use for Pupils

Authorised by	resolution of the Board of Governors
Date	Spring 2018 – (Version 1-0-0)
Reviewed	

Purpose
The purpose of this policy is to ensure that you, as a pupil, are aware of your individual responsibilities around using ICT when in school. Other policies that refer to the use of ICT in school are the Anti-Bullying policy and the Child Protection (Safeguarding) Policy and Guidance. The Messaging Systems: Acceptable Use Policy and Internet Use Policy are at the end of this policy.

Scope and Definitions
This policy applies to all pupils who use or access the school's systems or information using the school's equipment or a device that is not the property of the school. This can include use of ICT systems to support learning, the use of telephones, email and the internet, and the use of online tools provided by the school. This can include personal data as defined by the General Data Protection Regulations (2018) and the Data Protection Act (2018). The policy also includes being connected to the school's wifi network or using ICT with no connection to a school network.

Roles and Responsibilities
Data Protection law says the school must ensure that it remains in control of the data for which it is responsible.

In general, the school's ICT services should only be used for your study and you must ensure that the following rules are followed:
- Your use of the school's ICT services must at all times comply with the law;
- You must use passwords of appropriate length and complexity to secure your access to the school systems either on school devices or your own device. You must not disclose this password to anyone else;
- You must lock any school or own device if it is to be left unattended;
- You must not access any program or data which has not been specifically authorised for your use;
- You must not use or copy any data or program belonging to another person without their permission;
- You must not use school ICT services to be unkind to or bully another person;
- You must not use school ICT services to download, create or store any offensive material.

It is a condition of use of the facilities that you give the School permission to check your use of the school ICT services if the Principal has reasonable suspicions that you have broken any of the rules above.

Data Breach
You must tell a teacher as soon as possible if you think you or someone else has
- seen information on a computer that they should not have or
- deleted or copied any information that they shouldn't have.

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Messaging Systems Acceptable Use Policy

The school provides users (pupils and staff) with internal and external e-mail and other messaging services. Their use is subject to certain conditions, and these are set these out below:

- **Users must not use the messaging system to send anything offensive**. This includes sending any text, images or any other type of attachment that would not be acceptable elsewhere in the school. Ensure that your online communications, and any content you share online, are respectful of others and are written in a way you would wish to stand by. In particular, users must not send messages intended to hurt somebody else - this is a form of bullying and will be dealt with extremely severely. Nor may users send messages to other people that are offensive about someone else, or contain terrorist or extremist material.
- **Users should respect the privacy of others**. Do not share photos, videos, contact details or other information about members of the school community without permission.
- **Users should not send messages to a large number of people**. In particular, messages sent to the whole school address book are not allowed.
- **Users must not start, or join in with, any form of 'chain letter'**. These generate a large number of messages in a short space of time, are of no value whatsoever, and are often offensive. They can affect the smooth running of the network.
- **Users should not send unwanted and unsolicited message**. Users should be reasonably sure that the person receiving the message will receive value from it.
- **Users should not send unnecessarily large attachments** – Video and large music or graphics files have the potential to reduce the efficiency of the school ICT system. Users must edit, compress or otherwise reduce the size of files to that necessary to complete the essential task.
- **Users should not spend excessive periods of time dealing with personal matters** – pupils and staff are here to take part in education, and e-mail is provided to facilitate this. A limited amount of use for personal affairs is acceptable but it should not be to the detriment of the principal purpose.
- **Users must report any misuses of the system to one of the Executive as quickly as possible**. The Network Manager can normally trace the origin and offender (even if they are logged in as someone else).

Breaches of these rules are likely to lead, along with any other sanction, to the suspension of the user's account in the first instance. The following disclaimer is automatically added to all emails: *"The information in this message and any files attached to it are strictly confidential and may be legally privileged. It is intended solely for the addressee. Access to this message by any other person is prohibited. If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful. Please immediately contact the sender should this message have been incorrectly transmitted. The views expressed in this electronic transmission do not necessarily reflect those of The St Gabriel Schools Foundation. Although the sender endeavours to maintain a computer virus free network, the sender does not warrant that this transmission is virus-free and will not be liable for any damages resulting from any virus transmitted. Thank you."*

Internet Use Policy

General

1. The Internet may be used as a powerful tool for academic, personal, social and pleasure purposes. The School fully supports the use of the Internet by its staff, pupils and other users inside and outside of their work but recognises that there is a large amount of harmful, distasteful and illegal material that is readily available. As with all resources, the School's Internet service is finite and therefore controls on its use have to be implemented. In addition, filtering software is in place to limit access to certain sites and pages, including the use of the Home Office terrorist block-list to block terrorist content as per government guidelines; all accesses to the Internet are logged and checked to fulfil the School's obligations. Staff must inform the Executive immediately of cases of misuse either accidental or otherwise.

2. As with other areas of the School's ICT policy, all users of the ICT systems are expected to comply with its rules and guidelines, some of which are set out below. Users who do not comply with these rules may have their access to ICT removed or restricted or further measures may be taken as deemed necessary by the Principal.

3. Everyone who uses the internet continues to learn about its advantages and pitfalls. These rules and guidelines are designed to give maximum freedom whilst retaining a structure of legal compliance, guidance, education and courtesy to others and may be subject to change as national and international law varies or as technology advances.

   - Users of the Internet should at all times be in accordance with the law.

   - Users should not spend excessive periods of time dealing with personal matters – pupils and staff are here to take part in education, and the internet is provided to facilitate this. A limited amount of use for personal affairs (outside of lessons) is acceptable but it should not be to the detriment of the principal purpose.

   - Users of the Internet should not access, send, modify, download or upload material that would not be acceptable in school. If in doubt, consultation should be made with a Senior member of staff, the Network Manager or the Bursar before commencing. It is recognised that hits on unsuitable pages will occasionally be made by accident. However, if a deliberate pattern of use emerges then investigation may be necessary.

Regulations for Internet Use

1. Users (Pupils and Staff) are responsible for good behaviour on the Internet just as they are elsewhere. General school rules apply. Visitors are asked to authenticate and confirm their acceptance of terms and conditions before access to the internet is granted.

2. At the start of every academic year advice and information is made available to parents on their child's use of the internet. This can be through the "Welcome To…" meetings.

3. Pupils are taught about internet safety, including the appropriate use of social media together with the risks of radicalisation, during PSHE lessons, in consultation with the School's own CEOP trained staff.

4. The Internet is provided for pupils and teachers to conduct research and communicate with others. Access is a privilege, not a right, and that access requires responsibility.

5. Individual users of the Internet are responsible for their behaviour and communications over the network. It is presumed that users will comply with School standards and will honour the agreements they have signed.

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6. In the event of inappropriate sites being accessed by chance, one of the following should be contacted immediately – any member of the Teaching Staff, Bursar or Network Manager.

7. Files and communications may be reviewed to ensure that users are using the system responsibly. Users should not expect that files stored will always remain private, and they remain the property of the School at all times.

   The following are not permitted:
   • Sending or displaying offensive messages or pictures
   • Accessing, sending of receiving terrorist or extremist material
   • Using obscene language
   • Harassing, insulting or attacking others
   • Damaging computers, computer systems or computer networks
   • Violating copyright laws
   • Using others' passwords
   • Trespassing in others' folders, work or files
   • Intentionally wasting limited resources.

ICT ACCETPABLE USE, MESSAGING SYSTEMS ACCEPTABLE USE & INTERNET USE

Please find attached our ICT Acceptable Use for Pupils, Messaging Systems Acceptable Use Policy & Internet Use Policy.

Please take some time to discuss the attached carefully with your child.

On completion of the discussion, you and your child should sign the slip below and return it to the Registrar. Should you have any queries about any of the policies, please contact the Bursar.

On receipt of the slip, your child will obtain all of the access rights to use the School network.

Thank you for your help in this matter.

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ACCEPTABLE USE POLICY (PUPIL)

Pupil Name:_____ Form:_____

As a school user of the Internet, I agree to comply with the school rules on its use.

I will use the network in a responsible way and observe all the restrictions explained to me by the school.

Pupil signature:_____

Parent/Guardian:_____

Date: _____

Date	Change History
April 2018	Policy written