



ACCEPTABLE USE OF ICT POLICY

NETWORK ACCESS IMPORTANT INFORMATION FOR PARENTS

The school computer system has improved significantly over recent years and Internet and e-mail access is now available to all pupils by either a local area or wireless network. Both the local area and wireless networks are known as the school network. The school network is available throughout the school and access will enable pupils to explore thousands of resources to aid their academic development at Leighton Park. We shall be supervising pupils' use of the Internet as closely as possible but families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Our Internet access is filtered by appropriate content filtering and monitoring software.

Whilst our aim for Internet use is to further educational goals and objectives, pupils may find ways to access other materials as well. We believe that the benefits to pupils from access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. However, the school supports and respects each family's right to decide whether or not to apply for access.

This policy aims to ensure that pupils use technology safely and securely and to help pupils take responsibility for their own e-safety (i.e. limiting the risks that children and young people are exposed to when using technology, so that all technologies are used safely and securely). It applies to the use of any such technology on School premises and also any use, whether on or off School premises, which affects the welfare of other pupils or where the culture or reputation of the School are put at risk.

We would be grateful if you could read the attached guidance document and then complete the permission form below. Pupils are also required to sign the slip accepting the school's policy for the school network and Internet/e-mail usage. If the policy is not adhered to or not accepted, then the school network/Internet use will not be available. Please return the form signed by you and your son/daughter as soon as possible, in order that he/she may use the new facility, and keep one copy for your records.

This policy can be made available in large print or other accessible format if required.

INFORMATION AND COMMUNICATION TECHNOLOGY ACCEPTABLE USE POLICY

(subject to annual review)

School Network and Internet Use Policy

This policy refers to all fixed / mobile electronic technologies and associated software that pupils have access to for personal and school use that might pose e-safety risks during a school day. Other school policies also have guidance about the appropriate use of fixed and mobile devices. These are available on the school website.

Pupils are responsible for good behaviour on the school network and Internet just as they are in the classroom or in a school corridor. General school standards and procedures apply to all who make use of the school's facilities and equipment.

The Internet is provided for pupils to conduct research and to communicate with others via e-mail. Parents' permission is required. Access is a privilege, not a right, and requires responsibility.

Individual users of the Internet are responsible for their behaviour and communications over the school network. It is presumed that users will comply with school standards and will honour the agreements they have signed. Computer storage areas, personal laptops and other portable storage devices will be treated as areas of personal storage. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored laptops or servers or disks would always be private, nor that they might hide materials they have downloaded. The school reserves the right to access their user-area and personal laptops and any other forms of storage medium e.g. CD, DVD, USB device, in their possession if we have grounds to suspect there may be inappropriate material on them.

The downloading of programs to a laptop is the responsibility of the student/user and the school cannot monitor or accept any responsibility for any programs that are installed.

The following are not permitted:

- Sending or displaying offensive messages or pictures;
- Using obscene or inappropriate language;
- Damaging, degrading or disrupting computers, computer systems or computer networks or performance;
- Violating copyright laws;
- Using others' passwords;
- Trespassing in others' folders, work or files;
- Intentionally wasting resources;

- Downloading files of ANY kind without prior permission, either from the Internet or from other sources, e.g. CD, DVD or any other storage media;
- Using chat lines other than those set up by the school for educational or school boarding use;
- Any act which results in upheld complaints to, or legal action against, Leighton Park School;
- Using the school network for illegal activity.
- Use of pupil's own electronic devices capable of connecting to a wireless network, including but not limited to laptops, tablet computers and mobile phones in lessons unless authorised by a subject teacher and for the purpose of school related work.

The following are also not permitted on the school computers:

- Presenting documents compiled from Internet or school network resources as being the student's own work;
- Changing any of the computers' default settings, such as screensavers, backgrounds, folders, icons;
- Installing any software whatsoever;
- Circumvention of security or accounting provisions;
- Malicious damage to or tampering with any system on the school network or changing of data;
- Transmission or possession of threatening, defamatory or obscene material;
- Gaining unauthorised access to resources or websites by the use of internal / external wireless modems. Use of such devices to gain unfiltered access to the Internet is strictly forbidden.

Pupil Laptop Use

Overview

Pupils may connect electronic devices capable of connecting to a wireless network, including but not limited to laptops, tablet computers and mobile phones to the Leighton Park wireless network. This provides filtered access to the Internet. The downloading of programs to these devices is the responsibility of the student/user and the school cannot monitor or accept any responsibility for any programs that are installed or problems that an installation might cause.

These rules apply to all electronic devices capable of connecting to a wireless network, including but not limited to laptops, tablet computers and mobile phones:

- Pupils may only connect their own devices to the Leighton Park wireless network;
- Under no circumstances should computers, printers or other devices be detached from the network to make way for a pupil's own computer or laptop;
- No devices may be plugged directly into any network switch, hub or router;
- No servers of any description should be attached to the network;

- Pupils should ensure that their own devices are properly protected from viruses before connecting to the Leighton Park wireless network;
- Pupils are responsible for the material that exists on or is accessed via their own devices. The IT Department is empowered to scrutinise, and if necessary retain for further investigation, any device which is or has been attached to the network. All rules of usage for Internet access and computer usage continue to apply;
- Leighton Park cannot accept responsibility for any damage, howsoever caused, to pupils' own laptops or their contents (files, folders etc.);
- It is the responsibility of the owner to ensure that he has a licence for all software installed on his device.

Personal Safety

Leighton Park provides additional support and guidance for pupils about the use of fixed / mobile electronic technologies and associated applications. This support and guidance is delivered primarily through the 'Your Life' programme as well as other areas of the school curriculum and the pastoral system.

Pupils must:

- Use only their account and password and keep their password private;
- Report to a system administrator, teacher or administrator any unsolicited email, security problems, or information that makes them uncomfortable;
- Not reveal their home address, image, or phone numbers, or those of other students or of staff when on-line;
- Use school addresses and phone numbers only;
- Not place personal photos on any social network space without considering how the photo could be used now or in the future;
- Never make contact or chat to anyone who is not known to them and only invite known friends to chat rooms or alike;
- Never arrange to meet someone that they have never previously met on the Internet or by email or in a chat room, unless a parent, guardian or teacher has given permission and a responsible adult accompanies a pupil;
- Immediately report any unpleasant or inappropriate material, messages, or anything that makes a pupil feel uncomfortable when on-line;

- Use social and blogging websites with great care being aware of the dangers that can be associated with posting pictures, text, opinions, videos and communications on-line;
- Make themselves aware of the security settings available when using social and blogging websites to protect personal information that is published on-line

Mobile phone protocol

Pupils below Year 12 are forbidden to use or carry mobile phones within School hours for any purpose, including texting, phoning, taking still or moving images, checking the time, using Bluetooth, using as a calculator or surfing the internet.

Mobile phones must be switched off (and not just on silent mode) and kept in bags during School hours, including at break times and between lessons, unless being used with the express permission of a teacher for the purpose of educational research.

Pupil's who wish to use their mobile phone during School hours may only do so with express permission from their class teacher or housemaster and they may be supervised.

In emergencies, pupils may request to use the School telephone. Parents wishing to contact their children in an emergency should always telephone the School office and a message will be relayed promptly.

Pupils may not bring mobile phones into examination rooms under any circumstances.

The School does not accept any responsibility for the theft, loss of, or damage to, mobile phones brought onto School premises, including telephones that have been confiscated or which have been handed in to the examinations officer.

The School reserves the right to confiscate a pupil's mobile phone for a specified period of time if the pupil is found to be in breach of this protocol. The pupil may also be prevented from bringing a mobile phone into the School temporarily or permanently and at the sole discretion of the Head.

Camera, photograph and video protocol

Using photographic material of any kind to bully, harass or intimidate others will not be tolerated and will constitute a serious breach of discipline.

Pupils below year 12 are not allowed to operate mobile phones at all during School hours. They may only use cameras or telephones or other devices with the capability for recording and / or storing still or moving images with the express permission of the member of staff in charge and with the permission of those appearing in the image.

Year 12 and 13 pupils may take images with telephones or cameras only with the express permission of all those appearing in the image.

All pupils must allow staff access to images stored on mobile phones and / or cameras and must delete images if requested to do so.

Posting of photographic material which in the reasonable opinion of the Head is considered to be offensive on websites such as Youtube, Facebook etc is a serious breach of discipline and will be subject to disciplinary procedures whatever the source of the material. This is the position whether the computer used is a school computer or a computer operated elsewhere including the pupil's home.

If the Head has reasonable grounds to believe that a pupil's mobile phone, camera or personal laptop computer contains images, text messages or other material that may constitute evidence of criminal activity he / she may hand the telephone, camera or laptop to the police for examination.

Use of cameras, mobile phones with camera facilities or laptop computers in breach of this policy may result in confiscation of the equipment until the end of term and the pupil may be permanently banned from bringing a camera, mobile phone or laptop onto School premises in future.

Guidelines for boarders

Boarding pupils are subject to all of the provisions in this Acceptable Use Policy. In addition:

Between 5.00 pm and midnight access to approved recreational sites is permitted on the boarding computing facilities. Requests for particular sites to be made available should be directed to the Housemaster / Housemistress in the first instance.

Connection to the internet will be disabled every night between 11.30pm and 6.00am.

All activity on the School's computing facilities is monitored which will alert the Director of ICT to any breaches of this policy.

Pupils are welcome to use their own electronic devices capable of connecting to a wireless network, including but limited to laptops, tablet computers and mobile phones but these should only be connected to the School's network. Please contact the ICT Department by telephone for further information.

Mobile phones are permitted in the boarding house but the provisions as to their use in this policy will apply. You should ensure all mobile phones are turned off from 11.30pm.

Please refer to the Boarders' Handbook for further information about communication in the boarding house.

Anti Bullying

Cyberbullying is the use of ICT, particularly mobile phones and the internet, deliberately to upset someone else. Any behaviour which seeks to intimidate or humiliate and which is repeated, intentional, malicious, such as to cause distress, unhappiness or insecurity are all strictly forbidden. If any pupil thinks they, or another person, is being bullied, they should talk to a teacher about it as soon as possible.

Sanctions

Violations of the above rules will result in a temporary or permanent ban from the school network. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour in accordance with the School's Rewards and Sanctions Policy. When applicable, police or local authorities may be involved.

Monitoring and review

All serious e-safety incidents will be logged. The Head has responsibility for the implementation and annual review of this policy and will consider the record of e-safety incidents and new technologies, and whether existing security procedures are adequate.

The Head or a designated member of the Leadership Team will make an annual report to the governors on the effectiveness of the School's Acceptable Use Policy and associated procedures.

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SCHOOL NETWORK ACCESS FORM

As a school user of the Internet and school wireless network, I have read and agree to comply with the school rules and Acceptable Use Policy on their use. I will use the network in a responsible way and observe all the restrictions explained to me by the school. A copy of the Leighton Park School Acceptable Use Policy is displayed in the ICT Department, Houses and is available on request.

Name of pupil: _____ Year Group : _____ House: _____

Signature (pupil): _____ Date: _____

As the parent or legal guardian of the pupil signing above, I grant permission for my son or daughter to use school-networked computers. I have read the rules stated in the Acceptable Use Policy and accept responsibility for setting and conveying standards for my child to use the Internet.
I also accept the school's Acceptable Use Policy for the school network and Internet.

Signature (Parent/Guardian): _____ Date: _____

PHOTOGRAPHIC CONSENT WITHDRAWAL FORM

PLEASE COMPLETE AND RETURN THIS FORM IF YOU **DO NOT** WISH PHOTOGRAPHS OF YOUR CHILD TO BE USED AS OUTLINED ABOVE

I/We (Capital letters please): _____ *full name(s)*

Address: _____

_____ Postcode: _____

Being the person(s) having parental responsibility for _____

_____ (*child/children's names*) in

form(s), confirm that I/we do not give consent for photographs of this child/these children to be used in any of the ways outlined above.

Signed: _____ Date: _____
(Parent/Guardian)