



**Independent, Co-educational, Day and Boarding
Senior School**

**Acceptable Use of IT
(S112)**

Registered Charity No: 1086829

Date of Issue: October 2017
Review Date: April 2019
Owner: Deputy Head Pastoral

DEAN CLOSE SCHOOL

Acceptable Use of IT Policy

1. Digital technologies have become integral to the lives of young people, both within School and outside School. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.
2. This Acceptable Use Policy is intended to ensure:
 - a. That Dean Close pupils will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
 - b. That School ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
 - c. That the health and wellbeing of users is considered when these technologies are used and that wellbeing and emotional health is a priority.
3. Dean Close School will try to ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users. The School ICT system includes the use of wireless technology and as such each pupil will be responsible under the terms of this agreement whatever device they are choosing to use. If at any point the School raises a concern, the School has the right to perform checks on all equipment, including personal equipment that uses the School network and withdraw use should they need to do so.
4. Related Dean Close School Policies
 - a. Promotion of Good Behaviour
 - b. Safeguarding Policy
 - c. Anti-Bullying Policy
 - d. Youth Produced Sexual Imagery Policy
5. Legal framework for this policy:
 - a. Computer Misuse Act (1990)
 - b. Data Protection Act (1998)
 - c. RIPA (Regulation of Investigatory Powers) Act (2000)

DEAN CLOSE SCHOOL

Acceptable Use of IT Policy Agreement

1. I understand that I must use Dean Close School ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I also understand that I should be aware of my own responsibility towards my health and wellbeing and I will ensure that I will support the School measures to enable me to lead a healthy and positive life online whilst in education.
2. For my own personal safety:
 - a. I understand that the School will monitor my use of the ICT systems, email and other digital communications (including wireless technologies and all digitally enabled devices)
 - b. I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person’s username and password
 - c. I will be aware of “stranger danger”, when I am communicating on-line
 - d. I will not disclose or share personal information about myself or others when online. This includes names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details and any other information that could be used to trace me or another or be to my detriment or that of another
 - e. I recognise that it may be very inadvisable to meet in person someone I have only met online. If I arrange to meet people offline that I have only communicated with online, I will do so in a public place and ensure that a responsible adult is either with me or informed
 - f. I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable that I encounter online
 - g. I will not send any obscene or inappropriate materials/images/text via digital media. I will inform staff of any situations where I am feeling pressured to send/take photos or inappropriate material to/of anyone at any time. I understand that distribution of explicit images, even of myself, is an offence and I will not do it
 - h. I will not take or distribute images of anyone without their permission.
3. I understand that everyone has equal rights to use technology as a resource and:
 - a. I understand that School ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so
 - b. I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work

- c. I will not use the School ICT systems for on-line gaming, on-line gambling, file sharing, or video broadcasting unless I have permission of a member of staff to do so. I will not copy anything that I do not have permission to use
 - d. I will not use strategies to circumnavigate the filtering systems and firewall used to protect my community, such as VPN's or other methods
 - e. I understand that the use of peer to peer software and applications for the illegal download of copyrighted materials is strictly forbidden
 - f. I will not tamper with or attempt to tamper with any School provided software or applications
 - g. I understand that it is unlawful to distribute offensive material and materials intended to, or likely to harass, distress or defame.
4. I will act as I expect others to act toward me:
- a. I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission
 - b. I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have opinions different from mine
 - c. I will not take or distribute images of any nature of anyone or their possessions without permission. I will not record or film the actions of others without their permission.
5. I will respect School restrictions on the use of digital devices both in House and around the School site. I will also ensure that I do not use any form of technology when I have been requested not to do so. I am aware that the technology and Wi-Fi are switched off at night to support my sleep and wellbeing and I will not circumnavigate any of these processes so as to endanger my or anyone else's health and wellbeing.
6. I will not put any pressure on any member of the School community to participate in digital activities outside the School environment or disclose information about their digital activity.
7. I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the School:
- a. I will only use my personal devices (mobile phones / tablet / laptop etc.) in School in accordance with the regulations laid out in this document
 - b. I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials
 - c. I will immediately report any damage or faults involving equipment or software that I encounter however this may have happened
 - d. I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes

- e. I will not install or attempt to install programmes of any type, or store programmes on a School computer, nor will I try to alter computer settings
 - f. I will only use chat and social networking sites at School at the times and in the locations that are allowed.
8. When using School printing services I will at all times be conscious of the impact printing has on both the environment and the associated costs. I will be vigilant and only print when it is absolutely necessary to do so.
9. When using the internet for research or recreation, I recognise that:
- a. I should ensure that I have permission to use the original work of others in my own work
 - b. Where work is protected by copyright, I will not try to download copies (including music and videos). Downloads of videos or sound are only permitted if the user has been granted, by payment of a fee or otherwise, permission to make a copy. The onward transmission of copyright material is also prohibited unless the copyright holder has granted permission for this
 - c. When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
10. I understand that I am responsible for my actions, both in and out of School:
- a. I understand that the School has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of School and where they involve my membership of the School community (examples would be cyber-bullying, use of images or personal information)
 - b. I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the School network / internet, detentions, suspensions, contact with parents and, in the event of illegal activities, involvement of the police
 - c. I understand that if at any point the School raises a concern, the School has the right to perform checks on all equipment, including personal equipment that uses the School network, and withdraw use of the network should it be deemed necessary to do so.

Please complete the sections below to show that you have read, understood and agree to the rules included in this Acceptable Use Agreement. If you do not sign and return this agreement you will not be able to access School ICT systems.

Pupil Acceptable Use Agreement Form

This form relates to the pupil Acceptable Use Policy (AUP), to which is either attached or has been explained to you. Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to School ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the School ICT systems and equipment (both in and out of School)
- I use my own equipment in School (when allowed) e.g. mobile phones, tablets, laptops, cameras etc.
- I use my own equipment out of School in a way that is related to me being a member of this School e.g. communicating with other members of the School, accessing School email, VLE, website etc.

Name of Pupil

House

Signed

Date
