



ICT ACCEPTABLE USE GUIDELINES FOR STUDENTS

Students are given the opportunity to make use of a wide range of Information Technology Systems. They are encouraged to make full use of the resources available. These guidelines are from the school's ICT Acceptable Use Policy which can be found on the school's website.

It is expected that all members of the school will use these facilities in a responsible manner for enhancing their studies. All equipment will be treated with respect and not abused. The full ICT Acceptable Use Policy is available on the school's website and should be read in conjunction with these guidelines for students.

Free access to the Internet will be available through a filtered service provided. However, there may be occasions when students will come across material which is not appropriate and, on these occasions, they will be expected to report the address of the material to staff so that steps can be taken to filter this material. Any attempts actively to search for inappropriate material or conceal the location of such material will be viewed very seriously. The school uses software that logs Internet access and emails, and this will be used to identify students who are abusing the service.

All students must undertake to abide by the following code:

- Must only use their own user area and not attempt to access other user's files.
- Must keep their passwords secure and make sure no one else knows it. Passwords should not be easy to guess.
- May only use the computers/devices for schoolwork or home study.
- May use flash drives or other media if installed on the computers, but only for purposes of transferring work that is already saved elsewhere.
- Must only send e-mails/messages to people known to themselves or with the permission of a member of staff.
- Must only send e-mails/messages that are polite and responsible and must not contain any personal information about themselves.
- Must report any damage to a member of staff immediately.
- Must only use the school email/messaging system for school related messages.
- Must report to a member of staff any inappropriate messages they have received.
- Must report to a member of staff any inappropriate website, image, video clip or other content if they discover one is accessible from the school's computers.
- Are subject to checks of their computer and Internet usage. E-mails/messages may also be monitored.
- If students fail to abide by the above conditions, their Internet access will be blocked at the discretion of a senior member of staff. In severe cases network access may be removed.
- Must not attempt to breach the schools network security, intrude into other peoples 'e-space' or attempt to take the identity of another user (e.g. use another students username)
- Students must not contact staff via any 'personal systems' such as texting a member of staff or sending a message to a member of staff's non-school email/messaging account. Students can view the schools social network policy via the school website.

How do you know what is set and when?

Parents: MyHighcliffe Parents Portal on the school website

Students: Can find information from MyHighcliffe on the school website
Will hand their home study in on time

What parents can do to help:

The most important thing parents can do is simply to take an interest in their child's work. Apart from trying to provide the correct time and place for home study to be completed, you could:

- Ask what home study must be done, check the school website and/or your child's organiser
- Contact the school as soon as problems arise
- Above all, please always offer encouragement!

What the school can do to help:

MyHelp Live is a home study clinic which operates before school each day from 8am and every lunch time in LS1. In addition, MyHelp Live runs Monday to Thursday from 3.05pm to 4.00pm in IT2 and the school's Learning Resource Centre (LRC) and is open to all students. There is always a member of staff there to assist students.

At Highcliffe School we are constantly striving to find new and innovative ways of supporting our students. To assist all students (Years 7-13) with their home study, 'MyHelp' has been put into place.

When accessing their home study via MyHighcliffe, all students are now able to click on an icon – a question mark – and type a message stating the difficulty they are encountering. This message is then sent to an administrator who offers guidance or seeks support on behalf of the student from the appropriate curriculum area. Advice is then given via email to assist the student with their home study.

Failure to hand in home study:

The school expects home study to be completed and handed in on time. This gives students valuable experience of meeting deadlines and facilitates staff with marking. If home study is not handed in, appropriate action is taken.

This will include:

- A demerit being issued, and a short extension of the deadline given
- Home study then needs to be handed to the Learning Resource Centre by the end of the next school day to avoid a further demerit being issued and a lunch time detention

This may include:

- Discussion between student and Subject Teacher, Tutor, Pastoral Lead or Head of Achievement
- Communication home via the school organiser/MyHighcliffe/texting service
- Detention at lunchtime or after school