Highcliffe School
11-18 Academy

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 schools 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. 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:

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