

## Hall Green School: Acceptable Use agreement (Pupils)



Access to the school network will be provided for you to carry out recognised school work only, but only on the understanding that you agree to the following guidelines.

The following legislation must be adhered to by all users, and underpins this Acceptable Use agreement:

- Human Rights Act 1998
- Data Protection Act 1998 and General Data Protection Regulations (Effective as of May 2018)
- Freedom of Information Act 2000
- Computer Misuse Act 2000, amended by the Policy and Justice Act 2006
- Regulation of Investigatory Powers Act 2000 (RIPA)
- Copyright, Designs and Patents Act 1988.

### Privacy

Computer storage areas will be treated as school property. ICT staff may look at files and communications to ensure that the system is being used responsibly. Users should not expect that their work and emails would always be private. You should also be aware that a member of the ICT staff can view your computer screen at any time from anywhere on the school network without your knowledge.

The following principles of acceptable use apply to all users of Hall Green School ICT systems:

- Access for staff and pupils can only be made via an authorised user account and password, which is confidential to the individual and should not be made available to any other person
- Activity that threatens the integrity of the Hall Green School ICT systems or activity that attacks or corrupts other systems is strictly forbidden. No user should attempt to access restricted files, documents, servers or applications.
- Users are responsible for all emails sent, and/or contacts made that may result in email being received
- Posting anonymous messages and forwarding chain letters is forbidden
- Professional and respectful language and/or content should be applied when using Hall Green internet or email. Users should not include anything in an email that could be offensive or disrespectful
- If users discover unsuitable sites during the course of following the correct protocols and procedures, the URL (address) and content must be reported to ICT Support or any member of teaching staff immediately.
- Users should be aware that internet is 'filtered' and computer use is monitored
- Hall Green School reserves the right to disclose any information they deem necessary to satisfy any applicable law, regulation, legal process or governmental request
- All computers and electronic equipment must be either kept in sight of an adult or securely locked away, never left accessible to pupils without supervision
- Teachers should ensure that computers are treated well by pupils and used in a manner consistent with supporting learning (not to play games etc.)
- All faults and problems should be reported promptly to the ICT Support Department
- Equipment must be returned to ICT Support Department when required for repair, maintenance or upgrade
- Laptops and other electronic equipment are loaned for use within Hall Green School and at home when working on Hall Green business. Users must take full responsibility for the security of this equipment
- Users must not install their own software onto Hall Green School computers, unless given express permission by the ICT Support Department. Users must also ensure this software is legally authorised.

### Unsuitable/inappropriate activities

- Accessing images or materials related to child sexual abuse
- Distributing criminally racist material, extremist material or promoting terrorist activity
- Cyberbullying

are strictly prohibited from Hall Green and our associated ICT systems and could potentially lead to criminal prosecution. There is however, a further range of activities, which may generally be legal but would be inappropriate in a school context, either because of the age of the users or the nature of those activities. Hall Green School believes

that the activities referred to in the following section would be inappropriate in a school context and that users should not engage in these activities inside or outside of Hall Green School when using school equipment or systems. Hall Green School policy restricts certain internet usage as follows:

Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate (including email) or pass on, material, remarks, proposals or comments that contain or relate to:

- Promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation
- Adult material that potentially breaches the Obscene Publications Act in the UK
- Pornography
- Promotion of any kind of discrimination
- Promotion of racial or religious hatred.
- Threatening behaviour, including promotion of physical violence or mental harm
- Any other information which may be offensive to colleagues or breaches the integrity of the ethos of Hall Green School or brings the school into disrepute
- Political purposes
- Running a private business
- Use of systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by Hall Green School
- Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions
- Revealing or publicising confidential or proprietary information (e.g. financial/personal information, databases, computer/network access codes and passwords)
- Creating or propagating computer viruses or other harmful files
- Carrying out sustained or instantaneous high volume network traffic (downloading/uploading files) that causes network congestion and hinders others in their use of the internet
- Online gaming (non-educational)
- Online gambling
- File sharing
- Use of social networking sites

### **Passwords and Security**

- Pupils must not disclose their password to others, or use passwords intended for the use of others
- Under no circumstances should any pupil disguise, attempt to disguise or mask their identity
- Pupils must not access, copy, remove or otherwise alter other people's work.
- Pupils must not attempt to alter the settings of computers unless they are authorised to do so
- No attempt should be made to bypass or disable any anti-virus, firewall or security measures (including physical devices) in place

### **Authorised use of email**

The email system and the Internet area are available for communication on matters directly concerned with school business. Pupils using the email system should give particular attention to the following points:

- The standard of presentation. The style and content of an email message must be consistent with the standards that the school expects from written communications.
- The content of the email. Pupils must ensure the content of email messages sent is appropriate. Alongside inappropriate content, pupils must not:
  - use offensive or strong language
  - Use slang
  - Send irrelevant or distracting emails, especially during a lesson
- The recipient of the email. Pupils must make sure they only send emails to pupils they know. If sending to a member of staff they should have a good and valid reason.

### **Unauthorised use of Email**

The school will not tolerate the use of the system for any of the following:

- Any message that could constitute bullying or harassment
- Personal use in school time e.g. social invitations, personal messages, jokes, cartoons or chain letters
- Downloading or distributing copyright-protected information and / or any software available to the user or others
- Sending confidential information about other pupils, school employees or the school itself.

### **File Storage**

Pupils are responsible for files stored in their personal areas. These files should be only those related to teaching and learning (school work), careers, college applications or other aspects of their life at Hall Green School. In addition, pupils must ensure that any files copied to Hall Green School network are free from viruses.

### **IT Equipment (including cabling)**

- Treat All equipment with care and respect so as to prevent any damage
- Do not use equipment you believe to be unsafe
- Report immediately any damage to the equipment that you become aware of
- Do not dismantle any part of the equipment (including a mouse or other peripheral device)
- Do not remove Equipment from a room or the school site without permission
- Do not relocate any piece of equipment within school unless you are asked to do so
- If you are aware of anyone damaging, stealing or misusing equipment you must report it to a teacher or senior member of staff immediately
- Do not eat or drink whilst using IT equipment
- Pupils should not connect any equipment or device to the network without the prior approval of the ICT Support Department or a member of teaching staff

### **Internet Rules**

1. Pupils must access the Internet only for study purposes or for school-authorized activities
2. Pupils must report accidental accessing of unsuitable sites (pupils to a teacher/teacher to the ICT Support Department)
3. Pupils are expected to respect the work and ownership rights of people outside the school as well as other pupils and staff. This includes abiding by the copyright law
4. Pupils must not engage in chat activities over the Internet. This takes up valuable resources which could be used by other people to benefit their studies
5. Pupils should never give personal information (such as their address or telephone number) to those whom they contact through email.