



**PRENTON HIGH SCHOOL FOR GIRLS POLICY**

**STUDENT ACCEPTABLE USE POLICY**

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

## ACCEPTABLE USE POLICY AGREEMENT

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I understand that Prenton High School for Girls will monitor my use of the systems, devices and digital communications.
- 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. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc )
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that Prenton High School for Girls systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- 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.
- I will not use Prenton High School for Girls systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have the permission of a member of staff to do so.
- I will act as I expect others to act toward me:
- 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.
- 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 different opinions.
- I will not take or distribute images of anyone without their permission.

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 Prenton High School for Girls

- I will only use my own personal devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in Prenton High School for Girls, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- 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.
- I will immediately report any damage or faults involving equipment or software, however, this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)

- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will not use social media sites without permission and at the times that are allowed.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- 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.

I understand that I am responsible for my actions, both in and out of school:

- I understand that Prenton High School for Girls also 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).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, and the student Internet AUP. 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.

## **STUDENT INTERNET ACCEPTABLE USE POLICY**

### **Purpose**

This Student Internet Acceptable Use Policy is aimed at encouraging responsible behaviour and good practice. It has been created with the view to:

- Ensure compliance and enforcement of relevant legislation which include but is not limited to the Computer Misuse Act and the Data Protection Act;
- Ensure the safety and integrity of students, staff and others;
- Prevent damage to the school and its physical property.

### **Policy Statement**

- Prenton High School reserves the right to amend this Acceptable Use Policy, at any time, without notice. It is your responsibility to ensure that you are up to date with such changes.
- This Acceptable Use Policy replaces and supersedes all previous versions.
- A copy of the most recent Acceptable User policy will be held on the school's website.

### **Electronic mail (e-mail) and Remote Access**

All students will be provided with email services for school-related communication.

- This email account is to be used only for school-related emails.
- Students can email any valid email address.
- While Prenton High School respects the privacy of students, where there is the reason for concern, the school reserves the right to monitor and intercept e-mail communication.
- Any e-mail communication made must not bring the School into disrepute; this includes anything libellous, defamatory or criminal.
- This pertains to all external cloud services, e.g. cloud-based email, document storage, inclusive of Google Drive, One Drive or other "cloud-based" storage solution utilised by Prenton High School, Software-as-a-Service (SaaS), Infrastructure-as-a-Service (IaaS), Platform-as-a-Service (PaaS), are also considered for school only use and are subject to the same reserves for monitor and review.
- Any data stored within school accessible storage that relates to an associated school email address or accessible via school hosted system must be solely for school use; any data that contravenes any Act mentioned therein would be subject to review.

### **Internet Access**

- By logging onto Prenton High School network you are agreeing to the Acceptable Use Policies that are located on the School Website for review.
- All Internet access is logged to maintain standards of security and acceptable use.
- Attempts to access inappropriate websites or websites which attempt to bypass filtering systems constitute a breach of this Acceptable Use Policy.
- Inappropriate websites, but are not limited to any site which contains:
  - Pornographic Material (of either a legal or illegal nature);

- Material which incites hatred or discrimination;
- Material which promotes illegal activity;
- Material which is in breach of the Copyright Designs and Patents Act 1988;
- Material which is degrading to people or groups of people.
- Students are required to report any website that they become aware of, which is not filtered, that is deemed inappropriate as per the criteria stated above.
- Students should refrain from downloading large files during school hours as this may affect the quality of service for other users.
- While Prenton High School uses sophisticated filtering technology and takes all precautions to ensure that users only access appropriate material, it is not possible to guarantee that unsuitable material will be inaccessible. Prenton High School cannot accept liability for the material accessed or any consequences of such access.

### **Network Access**

- Student logins must only be used by the student that they are issued to. Liability remains with the logged-in user.
- Allowing another person to use your login is a severe breach of this Acceptable Use Policy and contravenes legislation.
- Passwords must never be divulged to anyone at any time.
- If it is suspected that a password has been compromised it must be changed immediately.
- Students will not attempt to download or install software onto the network or IT Equipment.
- It is prohibited to copy any software or inappropriate material on to the network.
- Students understand that the right is reserved to remotely monitor and intercept network activity.

### **Legislation**

- All network users are bound by current relevant legislation. The applicable laws (as amended) include, but are not limited to:
  - Computer Misuse Act of 1990
  - Copyright Designs and Patents Act 1988
  - Criminal Justice Act 1988
  - Defamation Acts 1952 and 1996
  - Freedom of Information Act 2000
  - Human Rights Act of 1998
  - Obscene Publications Act 1959 and 1964
  - Protection of Children Act 1988
  - Protection from Harassment Act 1997
  - Public Order Act 1986
  - Race Relations Amendment Act 2000
  - Telecommunications Act 1984
  - Data Protection Acts 1994 and 1998

- Sex Discrimination Act 1986
- Regulation of Investigatory Powers Act (RIPA) 2000
- General Data Protection Regulation (GDPR) (2018)
- Students should understand that any attempt to bypass the School, or other network security systems, including the introduction of viruses or applications of a destructive nature, could lead to prosecution.
- Where it is believed that a student is in breach of legislation appropriate action will be taken.

### **ICT Equipment and Suites**

- Students may not move any ICT equipment without prior consent or instruction.
- Students are not allowed to use the ICT suites or classroom systems without suitable supervision by a member of staff.

### **Additional Systems**

- Students may have access to additional systems which include, but are not limited to: The schools Learning Platform, Student Email, Exam software, Remote Applications.
- These systems may require additional passwords. It is the responsibility of the students to ensure that their password meets the complexity set out by the school and that their password is only known to them.

### **Sanctions**

In the event that this Acceptable Use Policy is breached, Students will be subject to sanctions which may include, but are not limited to:

- Disciplinary procedures;
- Temporary or permanent restriction of network access;
- Temporary or permanent revocation of network rights;
- Restriction to or denial of access to ICT Suites;
- Investigation under the Regulation of Investigatory Powers Act (RIPA) 2000.
- Temporary or permanent restrictions of Internet access;
- Temporary or permanent restrictions of Wireless access.

**Please complete the sections on the next page to show that you have read, understood and agree to the rules included in both the Acceptable Use Agreement and Student Internet Acceptable use policy. If you do not sign and return this agreement, access will not be granted to school systems and devices.**

## STUDENT / PUPIL ACCEPTABLE USE AGREEMENT FORM

This form relates to the Student Acceptable Use Agreement and Student Internet Acceptable Use Policy to which it is attached.

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 systems. I have read and understood the above and agree to follow these guidelines when:

- I use Prenton High School for Girls systems and devices (both in and out of school)
- I use my own devices in the Prenton High School for Girls (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.
- I use my own equipment out of Prenton High School for Girls in a way that is related to me being a member of Prenton High School for Girls eg communicating with other members of the school, accessing school email, VLE, website etc.

Name of Student / Pupil: .....

Group / Class: .....

Signed: .....

Date: .....

Parent / Carer Countersignature

Signed: .....

Date: .....