ACCEPTABLE USE OF ICT SYSTEMS (STUDENTS) POLICY

Introduction

This policy sets out the terms and conditions for students to access and use the school's ICT equipment, network, internet and e-mails. Access will only be granted when the User Agreement has been completed, signed and returned to the ICT Support Office (IT3).

The Governing Body believes in the educational value of technology and supports its use. Every effort will be made to provide quality experiences for those using this service.

The use of ICT is a privilege.

Personal Responsibility

All users have a personal responsibility for reporting any misuse of the network to a member of staff. Misuse may come in many forms, but is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal requests, racism, sexism, inappropriate language, or any use which may be likely to cause offence.

Privacy & Security

Passwords and/or other personal information, e.g. home address and phone number (including those of other students), should not be disclosed.

Security concerns and/or issues must be reported to a member of the IT support staff immediately.

Anyone found to be disclosing their password, or that of others and/or identified as a risk to the network, may have their access to the network denied and face disciplinary action.

Email is not guaranteed to be private; use of the email system should be for school business use only, and not for any other activities.

Further guidance on staying safe online can be found by searching for E-Safety on the school's website www.mayfieldschool.net

Respect

Students are expected to maintain respect for the equipment, software and other users by being polite, respectful of others and their beliefs and only using appropriate language.

Attempts to disrupt or hack into the computer network, inappropriate use and/or illegal interaction with any information service is strictly prohibited. The sending of abusive messages will not be tolerated.

Access will be denied to any user who violates any of these provisions with the possibility of facing disciplinary action.

Any form of deliberate or malicious actions intended to damage or destroy equipment, software or files on the network will be dealt with in accordance with the school's disciplinary procedures.

This includes, but is not limited to, the uploading or creation of computer viruses, the wilful damage of computer hardware, whether connected to the network or not, the deletion of data from its place of storage.

Non–Educational Online Activity
Social media feeds within the school are blocked by the school's firewall; students should not attempt to access social media websites, chatrooms or any form of online ordering systems on the school's devices.

Search Engine Use
Students are expected to use search engines responsibly; all computers are monitored. It is strictly forbidden to attempt to search for inappropriate content. If students are found to be searching for unsuitable material they may face disciplinary action.

Monitoring
Computers on the network are equipped with sophisticated monitoring software which allows live capture, control and reporting of access of any user on the network. Usage may be monitored automatically or live by a member of staff for the purposes of safeguarding and ensuring equipment/software is being used in an appropriate manner.

File Types
Students are forbidden from introducing executable files (e.g. .exe, .com, .bat and .bin files) or introducing files on to the network that can be later saved as these file types. This includes, but is not limited to, copying such files onto network drives such as home areas or running them from USB drives.

Students are forbidden from introducing video and music files (e.g. '.mp3, .mp4, .mpeg, .wav, .avi') on to the network, unless express permission is given as part of a media project.

BYOD – Bring Your Own Device
Sixth Form students may access the BYOD network to gain internet access on their own devices. By using this connection, students agree to this policy's terms and conditions.

Terminal Server Usage
Sixth Form students are permitted to logon to the school's remote servers for the purpose of studying away from the school's premises. The terms and conditions of this policy apply to both onsite and offsite use.

Saving Work
Students should use the H:\ (Home Drive) as a primary source for storage of their files; each student will be granted access to cloud storage in the form of Microsoft 'One Drive'. Students should not rely on saving work on USB drives, which can become lost or corrupted. Where a USB drive is used, regular saving to the home area will minimise the potential for data loss.

Virtual Classrooms
Virtual classrooms should be treated in the same manner as if students are onsite. By using this environment, students agree to this Policy's terms and conditions.

STUDENT

I understand and will abide by the provisions and conditions of this policy. I understand that any violations may result in disciplinary action and the removal of my privileges.

Name: ……………………………………………………………………………..

Form: ……………

Signature: ………………………………………………..

PARENT or CARER

Students must also have the signature of a Parent or Carer who has read and understood the terms of this policy before being granted access to the school's ICT systems.

As the Parent or Carer, I confirm I have read and understood this policy's terms and conditions.

I recognise that access to electronic information services is designed for educational purposes only. I also understand that, whilst the Internet Service Provider operates a filtered service, it is impossible for the school to restrict access to all controversial materials and will not hold the school responsible for materials acquired on the network. I also agree to report any misuse of the system to the school.

I hereby give my permission to Mayfield School to permit my child access to electronic information services and I certify that the information given on this form is correct.

Parent or Carer Name: …………………………………………………………………………..

Signature: …………………………………………………………………..

Date: ……………

MEDIA RELEASE CONSENT

I agree that, if selected, my son's/daughter's work may be published on the school website and that photographs that may include my son/daughter may be published, subject to the school's rules that photographs will not clearly identify individuals and full names will not be used.

Parent or Carer Name: …………………………………………………………………………..

Signature: …………………………………………………………………..

Please return this form to the IT Support Office (IT3)