

# Student Acceptable Use Policy

Action	Policy to be reviewed annually		
	Owner	Date	Completed
Reviewed	Ellis Whitcomb	June 2020	✓
Approved	Board of Governors	25 June 2020	✓

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Staff & Pupil Portal	✓



## Introduction

This code of conduct extends the principles and expectations set out in the school behaviour and online safety and anti-bullying policies and should be read by both students and parents alongside these. The student summary privacy notice *how we use your information* should also be read in this context.

The school network and the internet provide valuable tools to support learning and the school recognises that social networks and digital communication are an integral part of how many of us socialise and interact.

Any large computer network is a highly complex system requiring a considerable amount of maintenance. The points below are designed to ensure that the network remains available and safe for the whole school community. All users of the network (whether using school or personal equipment on the school network and systems) are expected to use their common sense and follow school standards, rules and regulations and the law of the land.

At St Paul's we aim to encourage a sense of responsibility for ourselves and others and this encompasses not just how we behave in the real world but also how we communicate online and use technology responsibly.

When using the school network, systems, and equipment, users should be aware that network, systems and internet access is logged and filtered to avoid access to harmful or offensive material.

The rules and guidelines set out below should be followed when using school equipment and systems, when using your personal device in school and for school matters, and when representing St Paul's in general. Keep in mind that even when using social media and public blogs and forums that you may still be representing the school.

## Responsible behaviour

The following principles should be followed at all times when using school equipment or your own device, whether in school or at home. (See the school behaviour and online safety policies for greater detail)

- ✓ I will make sure that all communications with students, teachers, or others are responsible, appropriate and sensible.
- ✓ I will ensure that my online activity, both in school and outside of school, is respectful and will not cause the school, its staff, students or others distress, nor bring the school into disrepute.
- ✓ I will not deliberately browse internet sites or view content that is illegal, violent or considered offensive (for example material that is racist, sexist or that promotes violence, terrorism, religious extremism, radicalisation or discrimination), or that undermines fundamental British values: (democracy, the rule of law, individual liberty, and mutual respect for and tolerance of those with different faiths and beliefs and for those without faith).
- ✓ I will not download, upload or post aggressive or offensive material to the internet at any time (for example material that is racist, sexist or in any way discriminatory or liable to incite violence or hate crimes).
- ✓ I will not use email, digital recording or post any indecent, obscene, or offensive information, material, or images on the network or internet to harass, insult, attack, discriminate, prejudice, threaten or cause offense to my fellow students, staff or others (whether inside or outside the school). Such action may be viewed as cyberbullying, which is strictly forbidden (see 'being a member of the St Paul's community').
- ✓ I will not engage in 'spamming' or bulk emailing.
- ✓ I will regularly check my email folders and delete emails that I no longer need.
- ✓ I understand that these rules still apply when posting content anonymously, particularly when the content may cause offense or can be linked back to a member of the school community.

- ✓ I will respect copyright and understand that submitting work downloaded directly from the internet without proper acknowledgment may invalidate my marks (see the plagiarism policy).
- ✓ I will not generate online content using the St Paul's name, or branding, nor that can be construed to be generated or published by the school.
- ✓ I understand that privacy should be respected when messaging or communicating with others and that messages/communications should not be re-sent or forwarded without the consent of those involved.
- ✓ I understand that home and personal email accounts should not be used for school matters and I must only communicate with school staff using school email accounts (...@spgs.org) and school-approved channels.
- ✓ I understand that these rules are designed to keep me, and others, safe and that if they are not followed, school sanctions will be applied and my parent/guardian will be contacted. Possible sanctions include detention or removal of access to the school network for a period of time. In the case of a serious breach of this policy, an investigation into misconduct may lead to suspension or even expulsion. If online activity is found to be illegal it may lead to referral to the police and result in prosecution, such as in the case of hacking, data breaches, harassment or the creation and distribution of illegal images (for example 'sexting').
- ✓ I will not access the social media accounts of other students and post content in these accounts even if given permission by the student to do so.
- ✓ Students are provided with personal data storage as part of their login which is accessible from both inside and outside of school. Students are therefore encouraged to make use of this technology. The use of USB storage or other storage devices is no longer supported, and the facility will be disabled.
- ✓ The use of school printing services must be in accordance with the following:
  - Consideration on the environmental impact and cost implications of printing
  - Defaults are black & white and duplex (double sided printing) which can be overridden at time of print/copy
  - Reasonable print quotas may be imposed
  - Limited personal printing is permitted

## **Using school IT systems, network and equipment**

The following principles should be followed when using the school network, equipment and systems, including school wifi and all school systems.

- ✓ I understand that each user of school information systems and equipment is responsible for their individual account and that they should take all reasonable precautions to prevent others from being able to use their account.
- ✓ I will only login to school systems and equipment, with my own username and password.
- ✓ I will not share my school username and password with anyone else, nor keep a list of passwords where they may be accessed by others.
- ✓ I understand that the school will never send me an email requesting my school password.
- ✓ I will not download or install software on school equipment or make changes to content on the school network without permission.
- ✓ I will not attempt to bypass the school internet filtering system, nor use unapproved virtual private networks (VPNs) to this effect.
- ✓ I will not attempt to circumvent the school security systems and controls, nor access or delete school data or damage school IT equipment or systems.

- ✓ I understand that my use of school systems may be monitored and logged and can be made available to my teachers.
- ✓ I will not bring food or drink into computer classrooms or laboratories without express permission.
- ✓ If I come across a school computer that has been left logged in by another student or member of staff, I will immediately sign out the account and not attempt to access their files and data.

## **Using Your Own Devices in School**

The school allows students to use their own devices (laptops, tablets, mobile phones etc) around the school site outside of lesson time. They may only be used during lessons for educational purposes and subject to the teacher's permission. The following principles should be followed at all times:

- ✓ The rules that apply to school equipment also apply to students' own devices when brought to school.
- ✓ Technologies such as 3G, 4G, 5G or wireless should not be used to gain unfiltered web access.
- ✓ I understand that use of my own device in school is a privilege reserved to the Middle School and Senior School, and is reliant on me using my device appropriately, safely and responsibly.
- ✓ I understand that I may not use my mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other students.
- ✓ I understand that use of my device in school is entirely at my own risk and it is up to me to ensure that my device is not damaged, lost or stolen. I acknowledge that the school accepts no responsibility or liability for the safety or security of my device and that this is my own responsibility.
- ✓ I will only use my device in lessons for educational purposes as directed by my class teacher.
- ✓ I will not use my device to record a lesson without the teacher's permission.
- ✓ I will not use my device to take photos, or make audio or video recordings without the express permission of the individual(s) being photographed/recorded.
- ✓ I will not post photos or recordings online without the express permission of the individual(s) being photographed/recorded.
- ✓ I will only connect my device to the appropriate wireless network (called "SP-BYOD") as directed by the IT department.
- ✓ I will only connect using my own school network username and password and I will not connect someone else's device to the school wireless network using my username and password.
- ✓ I will ensure that my device is password protected and has up-to-date antivirus software and security updates.
- ✓ I understand that the IT department will help me connect to the school network and access school systems such as the portal and email but cannot provide support for my personal device.
- ✓ I will only use my device in accordance with the rules set out above and the school behaviour policy.
- ✓ I understand that, if I fail to follow these rules, my device may be confiscated and I may no longer be able to use my device in school

## **Online safety summary (see online safety policy for further detail)**

The school understands the value of social networks and digital communication and that they have become an integral part of how young people socialise and interact. The following guidelines have

been drawn up for your own safety. You are encouraged to talk to a teacher if you are worried, uncomfortable or upset by something that may have happened to you online, or by something you yourself may have done.

- ✓ I will not give out personal information such as my home address, location, telephone number, password or any other personal information while online, without the permission of a responsible adult.
- ✓ I will not publish personal details or those of my fellow students or members of staff on the internet without their permission.
- ✓ I will not retaliate or reply to offensive emails or messages but instead will block and report them.
- ✓ I will only add people I know and trust to friends/follower lists and be cautious when speaking to someone who I only know online (informing a parent or school teacher of online contacts).
- ✓ I will not arrange to meet someone who I only know online without a parent/guardian being present.
- ✓ I understand that online contacts may lie about their identity. I know that information on the internet can be unreliable and I will be very cautious about who and what I believe, consulting a responsible adult about online contacts.
- ✓ I am aware that those who seek to promote terrorism or religious extremism may attempt to contact or recruit young people via the internet and will report such activity.
- ✓ I will ensure that when using any social network my privacy settings are set correctly so that my account is not public and I will agree my privacy settings with my parents or guardian.
- ✓ I understand that, just as in the real world, the things I do and say online have consequences.
- ✓ I understand that if anything makes me uncomfortable or worried, I can share this with a teacher or parent without being blamed.

Any breach of these rules will be dealt with in accordance with the school behaviour policy and may lead to sanctions, the withdrawal of access to the school network and/or, in the case of serious misconduct, may lead to exclusion from the school.

Where a member of staff suspects that an electronic device has been, or is likely to be, used to commit an offence or cause personal injury or damage to property, they may examine any data or files on the devices where there is a good reason to do so in accordance with the school behaviour policy. They may also delete data or files if they think there is a good reason to do so. Parental consent is not needed to search through a student's mobile phone if it has been seized in a lawful 'without consent' search, and its use is prohibited by the school rules, or is reasonably suspected of being, or likely to be, used to commit an offence.

## **Parental responsibility**

Technical barriers can never entirely protect a child from harmful online content.

Parents should be aware that whilst the school network and IT facilities are configured in such a way as to support a safe and secure environment in which to learn, the same protection is not in place when using other networks, including those at home.

Students' mobile phone contracts are not (and cannot be) the responsibility of the school. Smart phones are likely to have an internet connection (sometimes referred to as a data, 3G, 4G or 5G connection, for example) which may not have any content filtering in place and could, therefore, be used for unconstrained access to the internet.

Parents are expected to ensure that internet access and social media usage through personal devices and mobile contracts is appropriate to their daughter's age. Parents should also be responsible for giving guidelines to their daughter about the amount of time spent using their devices.

Whilst the school takes the actions described above to ensure that students understand the importance of safe behaviour online, the school cannot be held responsible for inappropriate online behaviour that bypasses the school network.

In light of this, **parents must also be responsible for ensuring that their daughter uses technology in a safe and secure way and behaves responsibly when online.** The full range of school sanctions will be considered in the event of any breach of this code of conduct or the school behaviour policy.

Both the school and parents have a responsibility to ensure that students have the knowledge and confidence to know what to do if they encounter content or receive communications that make them feel uncomfortable, worried or upset and are able to share their concerns in an open and supportive environment.

## **Further information**

The school recognises that technology is constantly evolving and that social media has become an integral part of how young people socialise and interact. This can be a confusing and daunting area for parents to get to grips with and it can be difficult to understand how your daughter is using the internet.

We encourage you to discuss the guidance set out above with your daughter and to explore some of the online resources for parents given below.

- CEOP (Child Exploitation & Online Protection Command) - <https://www.thinkuknow.co.uk/>
- NSPCC ChildLine - <http://www.childline.org.uk/explore/onlinesafety>
- BBC Webwise - <http://www.bbc.co.uk/webwise>
- Childnet - <http://www.childnet.com/parents-and-carers>
- ParentZone <https://parentzone.org.uk/>