

Status:	Regulatory
Applies to:	Senior School
SLT Reviewer (initials):	RN-EM
Committee Monitor:	Education



# STOVER SCHOOL

## ICT Acceptable Use Policy (Pupils)

---

Independent Day and Boarding School for Girls & Boys aged 3 to 18 years

September 2008  
Reviewed July 2009  
Reviewed September 2010  
Reviewed September 2012  
Reviewed August 2013  
Reviewed February 2014  
Reviewed July 2015  
Reviewed October 2016

## **ICT Acceptable Use Policy**

### **1.0 User Policy Overview**

With the development of modern technologies ICT is now more widespread and integrated in the lives of many people than ever before. The School recognises the value that such technologies can provide in education.

The ICT Acceptable Use policy applies to all pupils whilst in the care of Stover School to include provision before and after school, trips and activities.

The ICT Acceptable Use Policy intends to ensure that:

Pupils will be responsible users and remain safe when using ICT equipment, resources and services

The school ICT facilities and users are protected from accidental or deliberate misuse which could jeopardise their safety, security and integrity.

All pupils and parents will be asked sign the ICT Acceptable Use Policy on joining the school.

### **2.0 ICT Acceptable Use Policy**

- 2.1 Stover School's ICT Acceptable Use policy provides the rules of behaviour for the use of the school's ICT resources and facilities. Access to Stover School's ICT resources is granted at the discretion of the school and is provided on condition that each user acts accordingly in line with the policies concerning these facilities.
- 2.2 Access to the school's ICT facilities is a privilege and not a necessity.
- 2.3 Access to the internet is for educational purposes only during the school day and is permitted as instructed by the teacher.
- 2.4 It is prohibited to upload or download executable files to the school network. This includes .exe, .cmd, .bat, .bin as these may contain malicious content such as viruses.
- 2.5 It is prohibited to upload or download music and video files to the school network. This includes .mp3, .mp4, .mpeg, .wav, .avi as these may be copyright protected and the copying of such files may breach their copyright.
- 2.6 It is prohibited to access websites containing video, images and content which is not age appropriate or any illicit or unsuitable material.
- 2.7 The possibility and consequences of online bullying should be made aware to all pupils.

- 2.8 Never divulge personal information such as full names, home addresses and phone number on social networking sites or by email.
- 2.9 Any misuse of ICT facilities or services should be reported to the school.
- 2.10 Access to the school network entails personal responsibility and compliance with all school rules and the school's acceptable use policy
- 2.11 The school defines acceptable use as activities that directly or indirectly support the educational needs of the learner
- 2.12 The school reserves the right at any time to monitor all users' network access and inspect all data including that stored on personal directories such as home shares.
- 2.13 Any violation of the school's rules or policies regarding the school's ICT facilities is unacceptable and will result in disciplinary action as to be determined by the school.
- 2.14 The school reserves the right to amend the ICT Acceptable Use policy at any time and in keeping with the overall school policy
- 2.15 The school reserves the right to change, update or withdraw the school's ICT resources and facilities.
- 2.16 All pupils will be provided with a network account to access the school's ICT facilities.
- 2.17 All pupils must use their designated network account when using the school's ICT facilities and services.
- 2.18 It is prohibited for pupils to divulge their network account details including passwords to anyone except a teacher or the school's ICT support staff.
- 2.19 Pupils must only access information stored within their personal home share or from the network shared area.
- 2.20 It is prohibited for pupils to amend or delete any information that is stored on any shared drive other than their personal home share.
- 2.21 All pupils will ensure they log off from every computer they use once they have finished their work.
- 2.22 All pupils will ensure that they leave computers in a tidy and useable state.
- 2.23 It is prohibited for pupils to work at a computer that still has an open active session from the previous user. They must log it off or bring it to the attention of the teacher.

- 2.24 Pupils are prohibited from using the network in any way which would cause detrimental effect to the network or other users.
- 2.25 It is the parent's/guardian's and pupil's responsibility to ensure that any portable data storage drive conforms to the requirement of the school. It should be fit for purpose, safe, clean and virus free. The drive must be free of illicit or unsuitable material.

### **3.0 Data Protection**

- 3.1 Any images or video data which has been recorded at the school must not be transmitted or uploaded to the internet at any time without the school's written permission.
- 3.2 Any Images of students or staff which are held on the School's ICT equipment are to deemed personal data and covered by the school's GDPR policy. Under no circumstances is this data, as defined above, to be distributed without prior written consent from the school.

### **4.0 ICT Acceptable Use Policy Agreement**

Parents and pupils are required to sign the agreement when they join the school. Pupils will not be given access to the computer network until the agreement has been signed.

#### **Accessing the Internet**

- 4.1 The school provides Internet access for educational purposes and should only be used by pupils and staff and other members of the community for these purposes.
- 4.2 Accessing or publishing of material that deals with violence, racial hatred, or any items that may be considered pornographic is not permitted in the School. I will not use the Internet to search for such material.
- 4.3 I will not access any site to download any material other than specifically schoolwork related text-based documents, images, sounds or videos.
- 4.4 I understand that access to social networking sites, chat lines or other messaging services is forbidden when using the school system, and that these are not to be accessed or used at any time during the school day.
- 4.5 I will use e-mail only for gaining information and sending information that is appropriate to a school activity. I am aware that people have used the Internet to make contact with school students for dubious reason. I will not divulge my own or any other person's home phone number or address through the Internet. I will NOT arrange to meet anyone contacted through this service.

- 4.6 I will observe the rules of netiquette at all times: e-mail should be polite and written with consideration for the person receiving my message.
- 4.7 I will never send e-mail without my own name attached. I will not allow anyone else to use my e-mail account. I understand that the sending of chain mail is illegal.
- 4.8 I am aware that the School wishes to give me as much privacy as possible, but for the reasons of security and appropriate use of the Internet the Administrators will have access to all accounts at all times. This applies to both user areas and e-mail accounts.
- 4.9 I will take care in the use of information taken from the Internet as information published on the Internet may be inaccurate or may misrepresent a person or situation. I will thoughtfully evaluate such information before using it.
- 4.10 I will not break copyright law by copying and /or redistributing another person's work and I will always acknowledge the intellectual rights of another person's work when quoting from it in my documents.
- 4.11 The Internet is a limited resource within the school serving the whole school community. I undertake to use it as efficiently as possible and I will obey any requests to relinquish my use or to limit my use to immediate curriculum needs if asked to do so by any member of staff.

#### **5.0 Using the Network computers and all other school computers.**

- 5.1 Under no circumstances will I bring any form of food or drink into any area near or around school computer equipment. I will leave my bag and any equipment not required during the lesson outside the room.
- 5.2 Under no circumstances will I log-into a school network account other than my own or attempt to access any other person's account. It is my responsibility to maintain my password in a secure way and all data stored on my account is my own responsibility at all times. If I believe that any other person has become aware of my password, I will change it immediately.
- 5.3 I will not abuse the system in any way and not interfere with either the hardware or the software of the network. In particular, I will not attempt to load any software on to the system or any desktop computer from any source without permission from the Director of ICT.
- 5.4 I will only ever print necessary schoolwork documents and will not print out multiple copies of documents. I am aware that this is a waste of both paper and

printer ink especially colour which should only be used for final copies. I will ask a member of staff before printing any document.

5.5 Computer games may not be played at Stover School. I will not play or download any game software from the Internet.

5.6 No disturbance of any electrical fittings is permitted. Desktop machines may not be unplugged. I will not interfere with any cables or connections, as I understand that to do so could be dangerous. Personal devices may not be connected to a network point.

5.7 At the end of every session I will leave the chair tucked neatly under the desk, I will make sure I have logged off and left the workstation tidy.

## **6.0 BYOD (Bring Your Own Device) Acceptable Use Policy**

6.1 Stover School's Bring Your Own Device (BYOD) Acceptable Use Policy provides the rules of behaviour for the use of personally owned laptops, tablets, smartphones and any other personal device with internet access capability by the pupils of Stover School. Access to Stover School's ICT resources is granted at the discretion of the school and is provided on condition that each user acts accordingly in line with the policies concerning these facilities.

6.2 Access to the school's ICT facilities is a privilege and not a necessity. The use of personal mobile devices whilst at school should primarily be for education and communication. Permission must be obtained from the school before using such devices for personal use.

6.3 Stover School accepts no responsibility and cannot be held liable for the loss or damage to any pupil's personal mobile device.

6.4 It is the parent's/guardian's and pupil's responsibility to ensure that any personal mobile device conforms to the requirements of the school.

6.5 It is the responsibility of pupils/parents/guardians to ensure that any personal mobile device is fit for purpose, safe, clean and virus free. It should be maintained to an acceptable standard with all relevant operating system patches, security updates and suitable antivirus software installed. The device must be free of illicit or unsuitable material. Any personal mobile device found to have health and safety defects should not be brought to school.

6.6 Pupils/parent/guardians should ensure any personal mobile device must be fully charged and working before bringing it to school so as to be useable during school hours. It is not permissible to charge personal mobile devices during the school day.

- 6.7 Images of students or staff which are held on a personal mobile device are to be deemed personal data and covered by the school's GDPR policy. Under no circumstances is this data, as defined above, to be distributed without prior written consent from the school. Furthermore no images or video data which has been recorded at the school can be transmitted or uploaded to the internet at any time without the school's written permission. Personal mobile devices may not be used to record, transmit or upload images or video data of other pupils or teachers.
- 6.8 Any pupil who intends to use a personal mobile device within the school must read, sign and adhere to this Acceptable Use Policy. The pupil's parents and/or guardians are also required to read, sign and submit the Acceptable Use Policy to the school.
- 6.9 Access to Stover School's wireless network entails personal responsibility and compliance with all school rules and the school's acceptable use policy.
- 6.10 The school defines acceptable use as activities that directly or indirectly support the educational needs of the learner.
- 6.11 The school reserves the right at any time to monitor, inspect and if necessary confiscate any mobile device brought onto school grounds.
- 6.12 Access to Stover School's wireless network may be dependent upon the installation of specific software upon the individual's personal device.
- 6.13 All personal mobile devices are to be used for educational purposes only during the school day. Pupils will adhere to teachers and staff instructions regarding the use of mobile devices at all times especially when in class. The use of personal mobile devices must not to be a disruption or a distraction to teachers or other pupils.
- 6.14 Pupils should not use or connect their personal mobile device to any wireless network service other than that supplied by the school at any time whilst on school grounds.
- 6.15 Any violation of the school's rules or policies regarding personal mobile device is unacceptable and will result in disciplinary action as to be determined by the school
- 6.16 The school reserves the right to amend the Bring Your Own Device (BYOD) Acceptable Use Policy at any time and in keeping with the overall school policy.
- 6.17 The school reserves the right to change, update or withdraw the school's ICT resources and facilities including the wireless network.

## **7.0 School Liability Statement**

The school will not be held responsible under any circumstance for a personal mobile device or for its use. Any personal mobile devices brought to the school under Bring Your Own Device (BYOD) initiative are the sole responsibility of the pupil and their parents/guardians. Costs of replacement or repair due to loss or breakages accidental or not will be met by the pupil/parents/guardians.

**Please keep this document for further reference.**

It is a requirement that this contract for the use of the computers at Stover School must be signed and agreed by parents/guardians and their son/daughter. For families with more than one child a separate contract must be signed for each pupil.

**A copy of this contract is posted on the School website.**

I sign the attached form with the understanding that I have read the rules carefully and I shall abide by them. The rules stated above are subject to change at any time without prior notice. If I break any of the rules I understand that it could result in my network account being suspended and further action may be taken.





**ICT Acceptable Use Policy Agreement**  
(Use this form for one pupil only please)

**For the pupil:**

I have read and understood the policy for the acceptable use of any ICT at Stover School. I agree to observe and obey all aspects of the policy.

Pupil name (capitals).....

Year Group: ..... Form Tutor.....

Pupil signature:..... Date: .....

---

**For the Parent/Guardian:**

I give permission for my son/daughter to have access to the school's network (and understand that outside normal curriculum time there may be occasions of no direct supervision). This is in accordance with the Stover School policy.

I am aware the school will provide the best possible securities to ensure my son/daughter will not be able to access unsuitable material. I am also aware that no security system is 100% fail-safe (a pupil making determined efforts may circumvent the protections in place).

Parent Name .....

Parent/Guardian's signature:..... Date:.....

Please complete this page, detach it and return it to the School Office to enable us to allow pupil access to the school system.

