

King Edward VII School **Student Acceptable Use Policy for ICT**

The School has installed ICT equipment for teachers and students to use in order to promote educational excellence by facilitating resource-sharing, innovation and communication.

- The ICT equipment and services are intended for educational purposes only.
- All members of the School community have an obligation to take care of the equipment and to report any abuse of the equipment or systems.

Simple rules exist to ensure proper use and care of ICT equipment and to allow the School to offer students the best educational opportunities through the provision of first rate facilities.

In using the School's ICT equipment I agree that I will:

- only access the system with my own user name and password which I will keep secret
- accept responsibility for files held in my own user area and my files in the shared areas
- back up my important work using One Drive/Google Drive.
- access the Internet only for purposes connected directly with my studies
- obey copyright and licensing laws
- report immediately discovery of offensive, obscene or illegal material
- report immediately any abuse of the equipment or the system
- ensure that I do not use inappropriate language in email and documents that I create
- take care to avoid wasteful use of paper and other materials
- ensure that computers are turned off when not in use to minimise wasted power
- accept that the school may check my computer files and activities and may monitor the PCs for inappropriate use
- make every effort to ensure that any portable storage devices and laptops that I bring in to school are protected against viruses

In using the School's ICT equipment I agree that I will not:

- use the username and password of others or attempt to access the user area of others
- permit others to use my username and password to access computers, laptops or services
- give out personal details such as address, telephone numbers
- remove or alter the work of others without prior permission
- attempt to pass off the work of others as their own (plagiarism)
- install or attempt to install software, programs, applications or plug-ins on a school machine
- damage, disable or alter the operational settings of a school machine
- attempt to bypass or sabotage the School's security systems or other systems
- use the network for illegal or commercial purposes such as file swapping, buying or selling unless permitted to do so
- create or send offensive or insulting material or use the Internet to access, obtain, download, send or print materials that are unlawful, obscene, abusive or otherwise inappropriate
- engage in unauthorised "chat" activities via the Internet

Sanctions

- The School reserves the right to withdraw access to ICT facilities either for a limited period or indefinitely in the event of breaches of these rules
- The School may be obliged to take further disciplinary action if serious breaches of these rules occur
- Insulting or offensive Facebook (or the equivalent) messages may become issues in school and are likely to be treated as bullying incidents

The school reserves the right to modify these terms and conditions. Changes will be posted on the School's MLE accessed via the School's website: **www.kes.sheffield.sch.uk**

I have read, understood and agree to abide by the School's ICT Acceptable Use Policy.

Signed:.....(Student) Form..... Name Date.....

I have read, understood and agree to support the School in upholding the ICT Acceptable Use Policy.

Signed:.....(Parent/Guardian) Name Date.....